



*Ulkatcho*

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## ***Finance Administrator Posting***

### **Who We Are**

Ulkatcho is a First Nation of Dakelh, Tsilhqot'in and Nuxalk ancestry whose offices are located in Anahim Lake BC on the Western edge of the Chilcotin District. We are 320 kilometres west of Williams Lake, and 135 kilometres east of Bella Coola.

Outdoor enthusiasts will enjoy our region: Surrounded by the Rainbow Mountain Range, and home to excellent fishing lakes, wildlife tours guided horseback trip and hiking, and snowmobiling in the winter. Our small community of Anahim Lake, and the surrounding area has a population of approximately 1500 people. Ulkatcho First Nation membership is 1200, with 700 living on reserve in the community.

### **Department:**

Finance. Permanent, Full Time

### **Position Summary:**

Working closely with the Band Manager, the Finance Administrator will be responsible for the administration of Ulkatcho First Nation (UFN) finance office. The Finance Administrator will oversee the following functions, and provide support as required:

- Supervise the Finance Office daily operations.
- Liaise with the Operations Manager and the UFN Accountant to ensure timely processing of financial documentation.
- Maintain Financial Records in an industry approved standard under the direction of the UFN Accountant
- Oversees the payroll and benefit processing, payroll reporting and filings
- Assists with and provides information for external audit preparations
- Manages day-to-day supervision of finance team
- Monitors the controls all policies and procedures related to financial and general administrative functions in accordance with accounting principles and relevant federal and provincial laws and regulations.
- Works with UFN Directors to provide support and guidance in finance procedures
- Perform, Accounts Receivables, Payables and Payroll duties
- Other duties as required.

**Deadline:** This posting will remain open until filled and will be closed upon the hiring of a successful candidate.

**Qualifications:**

- Certified Public Accountant Designation preferred
- University Degree
- Strong technical knowledge of accounting principles and regulations, compliance and control issues.
- Valid Driver's License and clear Criminal Record Check

**To Apply:**

Please send a cover letter, resume and three (3) references to the Ulkatcho First Nation Band Office by personal delivery to the receptionist, or to the Office Manager at [bjohnson@ulkatcho.ca](mailto:bjohnson@ulkatcho.ca) Please indicate "Finance Administrator Competition" in the subject line.

**Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply.**

*\* We thank all those who apply; however, only short-listed applicants will be contacted.*