



# SHUSWAP NATION TRIBAL COUNCIL

## Finance Director Full-time Position

The Shuswap Nation Tribal Council (SNTC) was established in 1980 as a collective effort of Secwépemc Chiefs to advocate for Aboriginal rights and advance Nation-building initiatives.

The Secwépemc Nation is comprised of 17 Bands located over approximately 18% of the total area of British Columbia, located in the South-Central interior area of the province. The Secwépemc, in terms of traditional land base and population, are one of the largest First Nations people in BC.

Each of the seventeen (17) Secwépemc communities is governed by a Chief and Council and nine (9) are served by the SNTC.

The Vision of SNTC is: **One Nation, healthy, unified and engaged, grounded in traditional laws, culture, values and language.**

### **THE OPPORTUNITY**

SNTC is seeking a Finance Director responsible for the management, reporting, and administration of the SNTC Finance Department.

Reporting to the Tribal Director, the SNTC Finance Director provides strategic leadership and supports for SNTC in financial management and operations and participates as a member of the Executive Team.

This is very much a 'hands-on' type of job that requires a deep and current understanding of day-to-day financial management and best practice, as well as an interest and ability in streamlining processes that support employees to do their best work.

If you are a values-driven professional, inspired by the opportunity to contribute at a Nation level and share a vision for a strong, thriving Secwépemc Nation, we invite you to apply.

### **KEY RESPONSIBILITIES**

#### **Financial Management and Reporting**

- Administer the financial affairs and budgets of the SNTC as directed by the Tribal Director and the Council of Chiefs.
- Lead financial systems management, accounting operations and continuous improvements.
- Manage the day-to-day financial affairs of the SNTC ensuring compliance with regulatory requirements and SNTC financial policy.
- Support department directors in developing budgets, financial forecasts and reports.
- Compile and present monthly financial reports to Chief and Council and respond to questions.
- Liaise with funding agencies to support reporting, compliance, and partnership requirements.
- Oversee contract management.

#### **Accounting**

- Establish and maintain SNTC's financial accounting systems.
- Ensure all financial and accounting records reflect professional and acceptable accounting practices.
- Manage accounting software program(s) including the entering, storage, retrieval and backups of all financial accounting information.
- Oversee all accounting services required for internal statements.
- Ensure timely and accurate month-end, quarter-end, and year-end close processes, including financial statements and reports.
- Coordinate year-end audit preparations and assist the SNTC auditor in the collection and compilation of information required.

#### **Payroll**

- Ensure timely preparation and submission of monthly payroll remittances and reporting.
- Lead and review the preparation of T4s ensuring accuracy and compliance.
- Prepare bi-annual GST returns and serve as the primary liaison with the CRA on GST matters.

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### **Other Related Duties**

- Manage department and department staff, providing coaching, performance management and development.
- Manage facilities, vendor relationships, and procurement processes to ensure efficient and cost-effective operations.
- Manage leases and contractual obligations, ensuring compliance with terms and timely renewals or reporting requirements.
- Oversee the employee benefit and pension programs ensuring accuracy and responsiveness to employee needs.

### **QUALIFICATIONS**

#### **Education and Experience\***

- Bachelor's degree in Business Administration or related field.
- CPA designation with membership in CPABC.
- Minimum of 5 years experience in a financial management role including hands-on experience with all related areas of accounting.
- Considerable experience with contract management and funding agreements.
- Experience working in or with 'non-profit' organizations.

\* An equivalent combination of lived and cultural experience with at least 10 years of professional experience may be considered.

#### **Preference may be given for:**

- Designation or training in Indigenous Financial Management.
- Experience with First Nations organization(s).
- Experience with ADAGIO accounting software.
- Experience as a CAO, COO or equivalent.
- Secwépemc Ancestry and/or lived experience, with required professional qualifications.
- A Secwépemc language speaker or learner.

### **Knowledge**

- Knowledge of accounting methodology and effective procedures for financial management including: A/P, A/R, payroll, budgeting, forecasting, cash flow management, audit preparation and oversight, contract management, and reporting requirements.
- Knowledge of the internal controls and regulatory requirements governing SNTC Financial Management, including the *BC Societies Act*.
- Understanding of proposal writing to secure funding agreements and related reporting requirements.
- Current knowledge of IT systems, security principles and technology strategy.

### **Capabilities**

- Proficiency with MS Office Suite and financial software.
- Strong analytical, problem-solving and strategic thinking skills.
- Excellent project and change management leadership.
- Excellent interpersonal, verbal and written communication skills required to convey complex information.
- Demonstrated leadership skills and collaborative style to maintain effective working relationships.
- High level of integrity, confidentiality, and professionalism.
- Cultural awareness and sensitivity in client service.

### **Working Conditions**

- Based at the SNTC office in Kamloops, this role requires ongoing travel to communities, including overnight stays to attend meetings.
- Must maintain a valid Class 5 BC Drivers Licence, in good standing, and have reliable transportation.
- Must be bondable and requires a criminal record/vulnerable sector, credit and in-depth reference checks.

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## **What We Offer**

The SNTC supports your well-being through its compensation and benefits package. This includes a work schedule supporting work/life balance.

- **Competitive salary range of:** \$100,000 - \$175,000 commensurate with qualifications.
- **Extended health benefits:** extended health, dental, vision, life insurance and an employee assistance program.
- Matching Company Pension Plan
- Free on-site Parking
- Generous Leave Provisions include: Vacation Leave, Paid Leave for an additional cultural day and over winter break.
- Cultural Events

## **HOW TO APPLY**

Please email your resume and a cover letter sharing how your education, professional and lived experiences prepare you for this role. Include the names of three work-related references, including a recent supervisor, to [hr@shuswapnation.org](mailto:hr@shuswapnation.org). In the email subject line specify: **Finance Director**.

Applications will be reviewed on an ongoing basis commencing **Tuesday, March 10, 2026, at NOON** and the competition may remain open until filled.

To learn more about this role, or opportunities at the SNTC, or if you require any accommodations please email: [HR@shuswapnation.org](mailto:HR@shuswapnation.org)

*\*In accordance with s. 16(1) of the Canadian Human Rights Act Code preference may be given to Canadian Indigenous Peoples, with a priority for qualified candidates of Secwépemc Ancestry.*