



## JOB POSTING

**Title**                    *Finance Manager*

**Reports To**        *Band Administrator/Chief Administrative Officer*

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Llenlénéy'ten (High Bar) First Nation is a Secwépemc community rooted in traditional knowledge, cultural strength, and a deep connection to the land. Our administration office is located in Clinton, BC, a place surrounded by the powerful landscapes of the Fraser Canyon-Cariboo region, offering rural living, stunning natural beauty, and a strong sense of community.

We're looking for a Finance Manager to join our team and help ensure the sustainable and transparent management of our Nation's financial operations. In this full-time on-site role, you'll work closely with our Band Administrator/Chief Administrative Officer (CAO) and collaborate with Chief (Kúkpi7) and Council, helping to strengthen the programs and services that support our community and members.

In this role, you'll be hands-on with the full scope of accounting responsibilities, from day-to-day financial management to reporting and compliance, while also stepping into strategy meetings where your insights will help shape the overall direction and performance of Llenlénéy'ten. This is an opportunity to contribute not only to the financial strength of the Nation today, but to the vision of building a sustainable future for our community and generations to come.

### Why Join Us?

At Llenlénéy'ten, you'll be part of a team that is dedicated to serving our community and supporting the governance, wellbeing, and future of our Nation. We offer a respectful and collaborative workplace, and the opportunity to build your career. Our office is based in Clinton, BC, where you'll find a welcoming rural community, access to outdoor recreation, and a strong connection to the land and culture that guides everything we do.

### Key Responsibilities

The Finance Manager is responsible for the day-to-day financial operations of Llenlénéy'ten, supporting transparency, accountability, and sustainable resources for programs and community growth. Key duties include:

#### Financial Reporting & Compliance

- Develops and maintains timely and accurate financial statements and reports that follow generally accepted accounting principles (GAAP) for review by the Band Administrator and Council
- Develops, implements, and ensures compliance with internal financial and accounting policies and procedures
- Ensures that all statutory requirements of the organization are met, including withholding payments (CPP, EI), Income Tax, Goods and Services Tax, Provincial Sales Tax, and WCB
- Prepares and provides timely reporting to external bodies (Indigenous Services Canada, Crown-Indigenous Relations and Northern Affairs Canada, Auditor, community)
- Prepares all supporting information for the annual audit and liaises with the Auditor as necessary



# High Bar First Nation

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Ph: (250) 459-2117; Fax: (250) 459-2119

- Documents and maintains complete and correct supporting information for all financial transactions

## **Budgeting & Strategic Support**

- Manages the Nation's financial affairs and operating budgets in collaboration with the Band Administrator/CAO and Chief (Kúkpi7) and Council
- Analyzes expenditures for trends, problems, and potential savings, and advises the Band Administrator/CAO
- Provides financial perspective and advice on economic development initiatives and funding proposals
- Manages the acquisition continuity schedule

## **Day-to-Day Financial Operations**

- Maintains financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and payroll
- Ensures invoices are processed in a timely manner in line with cash flows
- Reconciles bank and loan accounts monthly
- Handles online banking by reviewing balances, transmitting payroll, transferring funds, setting up new accounts, and processing online payments
- Ensures all expenditures are approved according to the signing authority policy and schedules signers for each pay period and accounting approval cycle

## **Funding & Grants**

- Completes applications for funding and prepares supporting financial documentation
- Informs the Band Administrator/CAO of funding received and any related contractual or reporting requirements
- Tracks funding agreements and ensures reporting obligations are met

## **Qualifications**

### **Education**

- Relevant post-secondary degree with a Chartered Professional Accounting (CPA) designation, or near completion of one
- An equivalent combination of education and experience is equally valued

### **Skills & Competencies**

- Strong analytical and problem-solving skills
- Experience with audit preparation and working with external auditors
- Knowledge of funding agreements and reporting requirements for Indigenous Services Canada
- Proficiency in Microsoft 365 (Word, Excel, Outlook, PowerPoint, SharePoint)
- Strong self-direction with the ability to work independently, manage competing deadlines, and build collaborative relationships across the organization
- Ability to work collaboratively with senior leadership on budgets and strategic planning
- Proficiency in the use of computer programs for accounting (Sage Intacct)
- Strong written and verbal communication skills for presenting financial information to non-financial audiences



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## Experience

- At least five years of progressive financial experience, including accounts payable, accounts receivable, payroll, general ledger management, budget preparation, and financial reporting, ideally in a multi-department or multi-fund environment
- Experience working in a First Nations government, Band office, or Indigenous organization is considered a strong asset

## Compensation

The salary for this position starts at \$90,000, commensurate with experience and qualifications. We also offer a competitive benefits package including extended health and dental benefits, and two weeks paid vacation, with additional time earned as you grow within the organization.

## Working Conditions

- May be required to work some non-standard hours to attend meetings of the governing body and during specific periods of the accounting cycle such as the Annual Audit
- Works with a high degree of independence, with guidance and support available from the Band Administrator/CAO as needed
- Could occasionally work remotely upon agreement with management

## Conditions of Employment

- Must obtain and maintain a Criminal Records Check
- Must obtain and maintain a valid class 5 BC Driver's License
- Must have a vehicle in good operating condition and appropriate vehicle insurance to and from work

## How to Apply

Interested candidates are invited to submit a resume and cover letter to [office@hbfm.ca](mailto:office@hbfm.ca) with the subject line Finance Manager Application. Applications will be accepted until April 17, <sup>th</sup> 2026 or until the position is filled.

*We appreciate the time and effort of all applicants and look forward to finding the right person to join our team. The duties listed are provided as examples of areas of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team-oriented and maintain confidentiality of all information gained while working with the Llenlénéy'ten (High Bar) First Nation.*