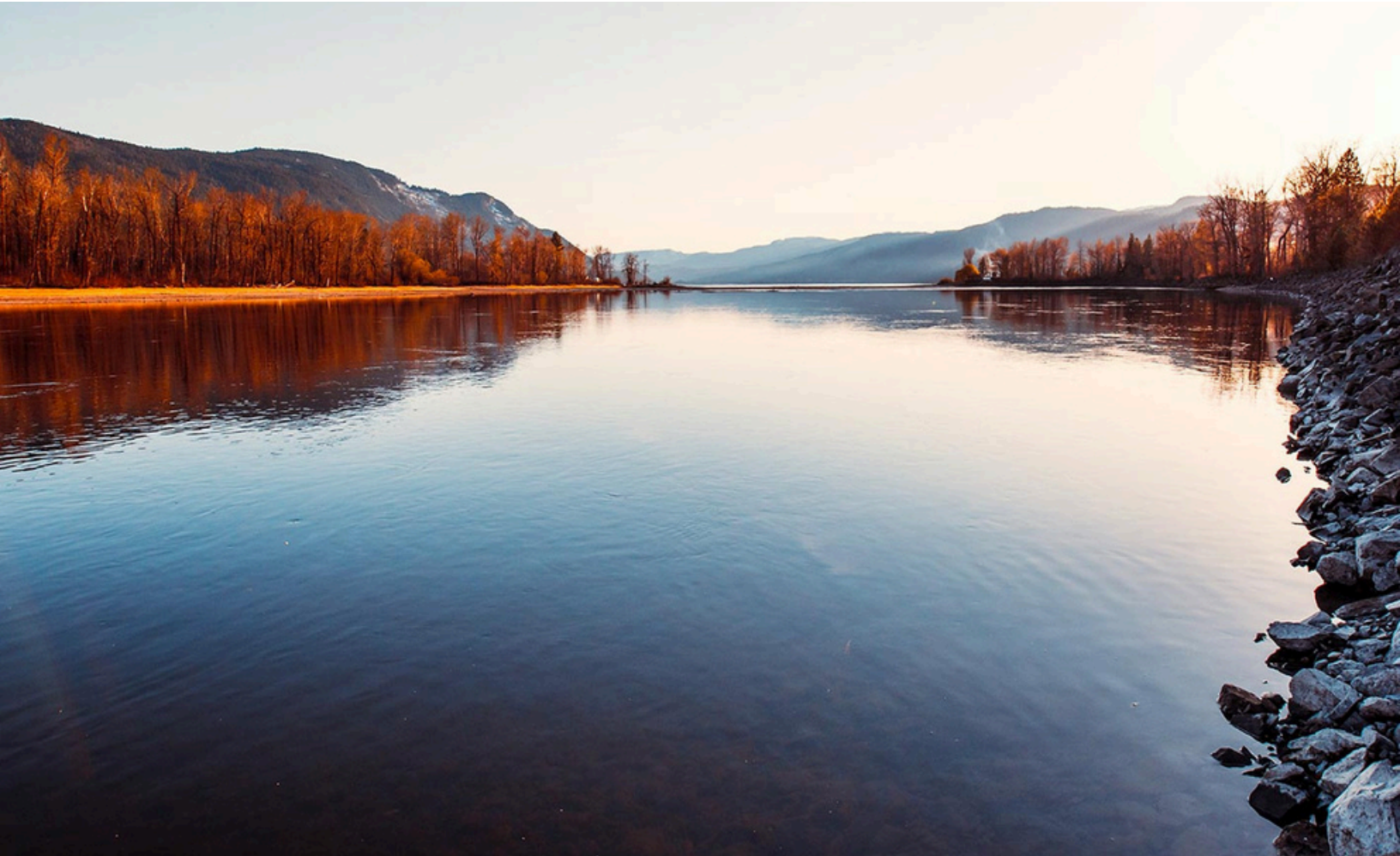




**PATHWAYS**  
**EXECUTIVE SEARCH**



## **Chief Financial Officer**



**Skwlāx te Secwepemcúlecw**



## The Organization

Skwlāx te Secwepemcúlecw (SteS) is traditionally known as Skwlāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ke Spa, and Skwlax Gas Station has helped promote Secwepemc culture and allowed the SteS people to develop world-class accommodation and leisure activities.

The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

### Administration

Providing supportive and responsive programs and services for Band members.

### Wellness

Responsible for the overall health and wellness of the community.

### Territorial Resource Stewardship

Addresses title and rights issues, external government, and government relations.

### Economic Development

Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with a clear vision and an excellent team of committed employees make up the engine that drives the community forward.

# The Organization continued

## Vision, Mission and Values

### Vision

Skwlāx te Secwepemcúlecw brings forward our ancestral teachings to instruct us in advancing our people, language, and culture and protecting the environment. We take a proactive role to stimulate and lead the economy and protect Tmícw within Skwláxulecw as we move towards greater unity, self-reliance and independence.

### Mission

In pursuit of our Vision and in alignment with our Values, we will:

- Lobby for the full recognition and implementation of our Title and Rights and the assertion within Skwláxulecw.
- Ensure our members enjoy a high quality of life through service delivery and the benefits of a safe, healthy, and prosperous community.
- Acknowledge that wealth generation, the stewardship of our lands and resources, and the advancement of our language and culture are foundational to our success.
- Deliver effective communication, management and governance for an efficient administration.

### Values

- We rely upon the wisdom of our ancestors, acting in the present and planning for the future.
- We believe that equity, reliability, empathy, integrity, and compassion are critical to the establishment and maintenance of healthy relationships.
- We are forthright in our dealings, embracing a philosophy of “do no harm” when engaging with others and the natural environment.
- We role-model respect through healthy two-way communication, speaking directly and honestly, and staying true to oneself.
- We are forward-looking, solution-oriented, and believe in the importance of collaboration and life-long learning for achieving success.

To learn more about Skwlāx te Secwepemcúlecw, please visit <https://lsib.ca/>



## **The Opportunity** Chief Financial Officer

The Chief Financial Officer is responsible for the overall financial management of the Skwlāx te Secwepemcúlecw and for the supervision, planning, direction and control of the Finance Department, including upholding all statutory requirements of the Skwlāx te Secwepemcúlecw Financial Administrative Law (FAL) and in accordance with Canadian Public Sector Accounting Standards. This position is also responsible for the organization's strategic financial planning, risk management, investing, and organizational internal control framework within the policies and procedures set by the Skwlāx te Secwepemcúlecw Chief and Council.

The Chief Financial Officer is responsible for all annual audit requirements and for all financial reporting in accordance with the appropriate regulations and agreements. This position also manages and provides leadership to the overall management of the organization, is a member of the management team and is a technical advisor to both the Finance and Audit Committee and to the Chief and Council. The Chief Financial Officer reports to the Executive Director of Administration and ensures the progression toward the community's vision by ensuring compliance with all policies and fiscal and legal regulations.

# Duties and Responsibilities

- Provides a high level of technical and strategic financial and policy advice to Chief and Council; the Finance and Audit Committee, and Executive Directors
- Maintains broad oversight of all internal controls and responsibilities under the Financial Administrative Law (FAL).
- Provides direct support to the management team for budgeting, forecasting, financial reporting and monitoring of financial activities.
- Responsible for the oversight and leadership of the Finance Department, providing training, mentoring and support to employees, conducting annual employee evaluations and preparing individual development plans.
- Ensure that all finance employees have the skills and knowledge to perform the responsibilities of their positions.
- Plan, organize and control all aspects of the financial activities, including functional control over all financial transactions.
- Plan and coordinate the preparation, review, consolidate and present of all short-medium and long-term financial plans.
- Prepare and present financial statements and other financial reports.
- Maintain Management Information Systems.
- Ensure the financial systems, all financial administrative policies, procedures and internal controls are appropriately designed and operating effectively.
- Provide evaluations and recommendations with respect to financial operations, including revenue management, investments, risks and overall financial information management systems.
- Formulate and implement financial policies, systems and procedures to meet the organizational needs and in accordance with the FAL.
- Prepare all year-end closing and reconciling adjustments as required under GAAP.
- Oversee annual financial audits, interacting with managers and the audit team on an ongoing basis.
- Manage the compilation and production of all information required for the financial audit and ensure successful completion of the audit according to pre-determined standards and timetable.
- Distribution, interpretation and presentation of the annual audit.
- Provides full controllership functions to ensure finances are managed according to legislation guidelines, policies and procedures and accepted accounting principles and practices.
- Oversee and manage all accounting, financial, risk management and asset management systems.

# The Candidate

The Chief Financial Officer must have a history of demonstrated dynamic leadership and possess the following:

## Skills and Qualifications

- Must have a valid Class 5 BC Driver's License and a reliable vehicle.
- Professional Accounting Designation (CPA or CA) and a Certified Aboriginal Financial Management designation or equivalent combination of education and experience with a specific knowledge of Canadian Public Sector Accounting Standards.
- Minimum of 5 years in a Senior Financial Officer role.
- Minimum of 5 years experience managing, directing and leading employees; Proven experience managing a finance team.
- Experience with Adagio and Xyntax accounting software preferred.
- Broad experience in financial management systems and accounting, including payroll, audit, and planning.
- Experience in government revenue and taxation, financial policy setting and administration.
- Familiarity with federal and provincial government policies and programs related to Skwłāx te Secwepemcúlecw governments and organizations, as well as their special reporting requirements.
- Working experience with Financial Administration Law (FAL) within a First Nation or complimentary organizations, such as the First Nations Financial Management Board (FNFMB)
- Experience developing and preparing a variety of written reports, analysis, forecasting, presentations and other documentation in accordance with Council/ Board directives or regulatory guidelines.
- Knowledge of internal controls, audit requirements and procedures and corporate business tax returns.
- Strong knowledge of regulations and governance related to accounting and finance (GAAP).
- Understanding of First Nations corporate structures and governance is preferred.
- Demonstrated understanding and leadership in support of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Declaration on the Rights of Indigenous Peoples Act (DRIPA), and the Truth and Reconciliation Commission (TRC) calls to action.
- Advanced proficiency in Microsoft Office.
- Demonstrated knowledge of Indigenous culture and people preferred.



## **The Community**

# **Skwlāx te Secwepemcúlecw**

Skwlāx te Secwepemcúlecw (also known as Little Shuswap Lake Band) is one of 17 bands of the Secwepemc Nation, located in the Central Interior region of British Columbia, Canada. Its main reserve is neighbouring the Village of Chase and is on the shore of the sought-after Little Shuswap Lake.

Skwlāx te Secwepemcúlecw seeks to become a strong, self-reliant community, having cultural and traditional values to ensure a balanced and productive future for all members.



## To Apply

To apply, please submit a Cover Letter and Resume directly to Pathways Executive Search outlining your interest, qualifications, and experience.

For more details or to further explore this important leadership opportunity, please contact:

**Laurie Sterritt • Managing Director**

**Pathways Executive Search**

Telephone: 778-838-4569

[LaurieS@PathwaysExecutiveSearch.com](mailto:LaurieS@PathwaysExecutiveSearch.com)

**Katy Gottfriedson-Jasper • Senior Consultant**

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**Pathways Executive Search** is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.