



SEMÀ:TH FIRST NATION

Job Posting

POSITION:	FINANCE OFFICER
HOURS:	35 HRS PER WEEK
TERM:	PERMANENT POSITION
SALARY	TO BE DETERMINED BASED ON QUALIFICATIONS AND EXPERIENCE
REPORTS TO:	FINANCE MANAGER

1.0 PURPOSE & SUMMARY

The Finance Officer provides accounting support to Sumas First Nation and its related entities with the responsibility of ensuring that finance related administration processes are completed accurately and in a timely manner. This position assists the Finance Manager and other members of the Finance team in developing and implementing financial policies and procedures as needed. The Finance Officer also provides financial and administrative supports to Sumas First Nation's related entities and properties.

2.0 DUTIES & RESPONSIBILITIES

1. Ability to complete Bank, GL and investment Reconciliations.
2. Knowledge regarding filing GST returns specific to public sector.
3. Ability to oversee payroll, AP, AR for Sumas First Nation and its related entities as required.
4. Participate with yearend and annual budget process.
5. Obtain in-depth knowledge of organizational policies and processes.
6. Assists in the development of organizational budgets as required.
7. Assists in the development and revision of Finance Policy and Finance Procedures to ensure accuracy, completeness, and relevance for Sumas First Nation and its related entities.
8. Works in close cooperation with the Finance Department to ensure that accounting processes are defined, consistent and completed according to GAAP.
9. Ensures that approved budget figures are current in the accounting software.
10. Ensures that inter-department charges are posted according to budget and actual usage on a timely basis.
11. Utilizes policies, procedures, and internal controls for the effective functioning of the department in accordance with GAAP (generally accepted accounting principles).
12. Prepares for the annual audit process including detailed working papers.
13. Maintains general ledgers and subsidiary records.
14. In consultation with the Finance Manager, implements the recommendations of auditors as a part of the ongoing service improvement process.
15. Ensures the security and confidentiality of financial data including user access.
16. Provides assistance in the administrative management of various properties related to Sumas First Nation and its related entities.
17. Prepares accurate and complete financial statements and reports from accounting data.
18. Ensures that reporting requirements for federal and provincial programs are met.
19. Provides other departments with the information and training required to achieve full compliance with Financial Policy and Procedure.
20. Provides accounting software training to staff as required.
21. Ensures that department managers receive meaningful and timely financial reports.
22. Identifies opportunities to improve accounting processes and makes recommendations to the Finance Manager.
23. Other accounting duties as required.
24. Other administrative duties as required.

3.0 EDUCATION AND EXPERIENCE

1. Acquisition of a Degree in Finance, Accounting or equivalent experience.
2. CPA designation is an occupational requirement.
3. Minimum three (3) years' work experience as a Sr. Accountant.
4. Experience in a broad range of financial processes including AP, AR and financial reconciliations.
5. Experience using Sage 300 is considered an asset
6. Experience in working with First Nations communities and/or organizations an asset.
7. Proven ability to maintain confidentiality.
8. Working knowledge of office procedures, records management, and document processing.
9. Ability to develop and maintain effective working relationships with peers, managers, direct reports, community members, contractors, field staff and suppliers.
10. First Nations heritage is considered an asset.
11. Advanced knowledge and expertise about Microsoft Excel, Word, Zoom, Go-To Meetings.
12. Appreciation of First Nations culture, traditions, procedures, and protocols.

TO APPLY:

Deadline: Tuesday, June 6th, 2025 at 4:00pm

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com