



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	FINANCE MANAGER
HOURS:	35 HOURS PER WEEK
TERM:	PERMANANT
SALARY:	\$80,000.00 to \$86,000.00
REPORTS TO:	SUMAS FIRST NATION GENERAL MANAGER

1.0 PURPOSE & SUMMARY

Sumas First Nation (SFN) is seeking a qualified individual to take on the role of Finance Manager. The Finance Manager reports directly to the SFN General Manager and is responsible for overseeing the financial operations of the organization, including budgeting, financial reporting, payroll oversight, audits, funding administration, and compliance with financial policies and procedures. The Finance Manager supports organizational decision-making by ensuring accurate financial management and reporting.

2.0 DUTIES & RESPONSIBILITIES

- Oversee day-to-day financial operations of the organization.
- Prepare and monitor annual budgets and financial forecasts.
- Prepare monthly, quarterly, and annual financial reports.
- Monitor cash flow, expenditures, and organizational accounts.
- Ensure compliance with financial policies (FAL), funding agreements, and applicable legislation.
- Coordinate and support annual audits and audit preparation.
- Oversee payroll processes and related remittances.
- Monitor accounts payable and accounts receivable functions.
- Assist with grant and funding administration, reporting, and tracking.
- Maintain and improve financial systems, controls, and procedures.
- Provide financial analysis and recommendations to management and leadership.
- Support departmental managers with budget planning and monitoring.
- Ensure timely completion of government remittances, tax filings, and reporting requirements.
- Assist in development and implementation of financial policies and procedures.
- Supervise and support finance staff where applicable.
- Maintain confidentiality of financial and personnel information.
- Attend meetings and provide financial updates and recommendations as required.
- Perform other related duties as assigned.
- Participate and play an active role in traditional events and ceremonies within Sumas First Nation.
- Performs related duties as required.

3.0 EDUCATION AND EXPERIENCE

- Diploma or degree in Accounting, Finance, Business Administration, or related field.
- CPA designation
- Minimum 3–5 years of progressive financial management or accounting experience.
- Experience with budgeting, financial reporting, payroll, and audits.
- Knowledge of accounting principles and financial best practices.
- Strong knowledge of payroll remittances, GST, source deductions, and compliance requirements.
- Advanced knowledge and expertise about Microsoft Excel, Word, Zoom, Go-To Meetings and various accounting programs like Sage 50 and Sage 300.
- Knowledge and understanding of the community of Sumas First Nation.
- Experience in working with First Nations communities and/or organizations an asset.
- Proven ability to maintain confidentiality.
- Working knowledge of office procedures, records management, and document processing.
- Ability to develop and maintain effective working relationships with peers, managers, direct reports, community members, contractors, field staff and suppliers.
- First Nations heritage is considered an asset.
- Appreciation of First Nations culture, traditions, procedures, and protocols.

TO APPLY:

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