



ORGANIZATION: Le7 te Melámen Society

LOCATION: Kamloops, BC

POSITION: Finance Manager

THE ORGANIZATION:

Our mission is to establish a dynamic non-profit organization that enriches the quality of life in Secwépemcúlecw. Le7 te Melámen Health Society (LtMHS) is passionately committed to enhancing the well-being of the Secwépemc Nation and its 16 communities through a culturally focused approach, ensuring the safety and well-being of Indigenous families.

THE OPPORTUNITY:

Le7 te Melámen Health Society is actively seeking an experienced and dedicated Finance Manager to join our team. Reporting directly to the Executive Director, the Finance Manager will play a pivotal role in overseeing and managing the financial operations of our organization. Key responsibilities include developing and implementing financial policies, managing budgets, and ensuring compliance with financial regulations.

The ideal candidate is a seasoned financial professional with a strong background in leadership and accounting, exceptional communication skills, and a steadfast commitment to ethical standards. If you are passionate about making a meaningful impact within our community, we encourage you to apply.

AS THE FINANCE MANAGER, YOU WILL:

- Develop, implement, monitor, and evaluate financial planning, accounting systems, and financial control policies and procedures in accordance with Le7 te Melámen Health Society Finance Policy.
- Develop methodologies and standards for the procurement and maintenance of applicable software, hardware, and systems for the organization.
- Examine and analyze all accounting, financial records, documents, and systems to ensure financial recording accuracy and compliance with established accounting standards, procedures, and internal controls.
- Oversee payroll, benefits, and pensions, with strict attention to detail.
- Participate as a member of the senior management team responsible for the overall planning, management, and control of the total operations of the organization, and support the preparation of annual budgets and/or workplans, budget variance analysis, etc.
- Prepare, present, monitor, and control the operation budgets and financial activities for the multi-site programs within the organization.
- Communicate and liaise with multiple funding authorities regarding funding agreements, contracts, grants, and/or budgets. Work with the management team and funders to negotiate appropriate funding for programs and maintain funding Contribution Agreements and Contracts.
- Prepare external financial/statistical reports required by funding agencies/partners.
- Prepare monthly financial statements, analyze budget variances, and provide other internal reports on the financial operation of the organization. Prepare draft annual statements and account reconciliations for the external auditor.
- Support and prepare for the annual audit by providing all relevant financial records and documentation as requested.
- Provide consultative support services to all departments on financial planning, management control, and information systems. Communicate changes, improvements, and updates as necessary to staff and/or management.

QUALIFICATIONS:

Education:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field required; a Master's degree or MBA is highly desirable.
- Professional accounting designation such as C.G.A., C.A., C.M.A., or C.A.F.M. preferred.
- Continuous professional development through courses, workshops, and seminars in financial management, leadership, and relevant software technologies.

Experience & Knowledge:

- Minimum 7 years of progressive experience in the financial field, with a demonstrated track record of success.
- At least 3 years in a senior leadership role managing financial operations, strategic planning, and team leadership.
- Proven experience in leading and managing a small to medium-sized accounting department, including team development and performance management.
- Experience in a non-profit environment, with a deep understanding of the unique financial challenges and opportunities in this sector, is highly desirable.
- Extensive experience with budget preparation, financial forecasting, and financial analysis, with a strong ability to interpret and present financial data to non-financial stakeholders.
- Hands-on experience with financial software and technologies, with a proactive approach to leveraging these tools for process improvement and efficiency.
- Demonstrated ability to work under pressure, manage multiple priorities, and meet strict deadlines while maintaining a high level of accuracy and attention to detail.
- Exceptional communication and interpersonal skills, with the ability to articulate complex financial and business issues to a broad and diverse audience.
- Strong ethical standards, professionalism, and respect for confidentiality in all financial matters.

STANDARDS OF SERVICE

- Maintain confidentiality of professionally acquired information.
- Provide service in a non-judgmental and culturally sensitive manner.
- Be accessible, accountable, cordial, and responsive in all manner of communications for the LtMHS.
- Present professionally in the workplace and when conducting business for the LtMHS, always representing the LtMHS with professionalism and integrity.

WORKING CONDITIONS

- Schedule flexibility, including evening and weekend meetings.
- Frequent travel within the region and to provincial meetings.

PRE-EMPLOYMENT REQUIREMENTS:

- A valid driver's license, reliable vehicle, and clean driver's abstract.
- Successful completion of a criminal record check.

TOTAL REWARDS:

- Salary range of \$110,000 - \$130,000, based on skill set and experience.
- Extended Health, Dental, Life insurance, and long-term disability benefits.
- Paid vacation, personal leave, sick days, and spiritual leave.
- Employee Assistance Confidential support service.
- Engagement in community events.

HOW TO APPLY: Submit a copy of your resume using the [Finance Manager Application Portal](#)