



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

P: 250.725.3350 F:250.725.3352

Finance Manager

Job Title:	Finance Manager	Job Category:	Full-time, permanent
Department/Group:	Administration	Department #:	100
Location:	Tofino	Rate of pay:	\$69,000-\$78,000 /annually
Reports To:	Chief Financial Officer	Position Type:	Salary

A management position that will oversee and direct financial staff and operations. This role requires a high level of financial and administrative management knowledge. Experience with the financial function for a large organization, budgeting, policy development, administrative structure and human resources will be mandatory. The Finance Manager reports to the Chief Financial Officer, and is based out of the main administration office in Tofino.

Duties and Responsibilities

- Manage finance staff and oversee their respective functions.
- Oversee management level functions of reporting, policy review, business operations analysis, and management team meetings.
- Annual participation in budget creation (for entire organization).
- Maintaining responsibility for accurate and timely financial statements and budgeting and liaising with the management team.
- Performs accounting related duties for month end processes, budget reviews, and transactional duties.
- Supporting the financial planning, monitoring, and implementation of organizational programs.
- Support the payroll manager in the administration, reporting and maintenance of employee benefits .
- Ensuring the development of department annual work performance plans based on the identified strategic plan for the positions supervised.
- Contractual, and advanced business writing duties.
- Implementation and maintenance of Communications, Information Technology, and HR Structure plans.
- Conducts research and analysis as required.
- Other duties as required.

Qualifications

- Post-Secondary Degree or Diploma in Administration or Finance field (CGA,CPA,CA, CAFM) or equivalent combination of education and experience - Required

- 2 year's management experience in a First Nations organization - Required
- Advanced knowledge of MS Office, Adagio, and Information Technology - Required
- Must be able to work in a changing, dynamic environment, and have solid technical skills
- Ability to handle conflict with sound judgement
- Must be organized, accountable, responsible and able to maintain confidentiality
- Valid Driver's License, with access to a vehicle - Required
- Pass a criminal record check - Required
- Preference will be given to qualified Aboriginal candidates

Applications will be accepted until November 28, 2025 @ 4:30pm

Submit your resume and cover letter demonstrating how you meet these qualifications to:

Human Resources Manager

Email: jobs@tla-o-qui-aht.org

or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway, Tofino.