



NEZUL BE HUNUYEH CHILD & FAMILY SERVICES
PO BOX 1180, 700 STUART DRIVE WEST, FORT ST JAMES, BC V0J 1P0
Tel: 250-996-6806 Fax: 250-996-6977 <https://www.nezulbehunuyeh.ca>



WE ARE HIRING!

Finance Supervisor

Fort St. James, BC

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. Under the supervision of the Director of Finance and Administration, the Finance Supervisor will play a pivotal role in providing supervision and support to the finance team in Fort St James. The Finance Supervisor will be responsible for ensuring efficient day-to-day finance operations, while fostering a supportive, collaborative, and high performing work environment. A full job description is available upon request.

Type: Permanent Full-Time (35hrs/wk.)

Wage Grid: \$40.52 - \$46.08

Duties & Responsibilities:

- ✦ Provide leadership and oversight of the day-to-day operations of the Finance Department, ensuring accurate, efficient, and compliant financial and payroll processes.
- ✦ Supervise, mentor, coach, and foster the professional growth of the Finance Team.
- ✦ Prepare and analyze monthly, quarterly, and annual financial statements, management reports, and financial information to support organizational decision-making.
- ✦ Oversee month-end and year-end accounting activities, including reconciliations, GST filings, audit preparation, and financial reporting.
- ✦ Oversee payroll, employee benefits, pension administration, and statutory remittances, ensuring compliance with applicable legislation.
- ✦ Oversee accounts payable, accounts receivable, cash flow, and banking relationships to support the organization's financial health.
- ✦ Coordinate the annual external audit and act as the primary liaison with auditors, financial institutions, and other external stakeholders.
- ✦ Prepare and submit financial reports for funding agencies, ensuring compliance with funding agreements and reporting requirements.
- ✦ Develop and maintain effective financial systems, internal controls, policies, and procedures to support operational excellence and regulatory compliance.
- ✦ Contribute to continuous improvement initiatives and perform other related duties as required.

Preferred Qualifications:

- ✦ Post-secondary education in accounting, finance, or a related discipline; alternatively, five to ten years of progressively responsible experience in a financial supervisory role.
- ✦ Proven leadership skills and experience supervising or mentoring finance staff in a professional environment.
- ✦ Strong knowledge of bookkeeping and accounting principles (GAAP).
- ✦ Proficiency in accounting software and Microsoft Office; experience with Sage 50 is an asset
- ✦ Strong organizational and time management skills, with the ability to prioritize tasks and meet strict deadlines
- ✦ Excellent interpersonal and communication skills.
- ✦ High degree of professionalism, discretion, and reliability in handling confidential financial information.
- ✦ Ability to take direction, demonstrate professional initiative, and prioritize key responsibilities including planning, problem solving, and multitasking.
- ✦ Knowledge of Dakelh culture and communities served by Nezul Be Hunuyeh.
- ✦ Indigenous ancestry considered an asset

Applicants must agree to & provide an acceptable Criminal Record Check & Vulnerable Sector Clearance
Applicants must possess a valid Class 5 Driver's License & provide an acceptable Driver's Abstract

TO APPLY SUBMIT RESUME AND COVER LETTER (PDF FORMAT ONLY) TO:

Via email to hiring@nbh.ca with the subject line: **Finance Supervisor**

CLOSING DATE: OPEN UNTIL FILLED

Only Applications with a cover letter and submitted as per the posting instructions will be reviewed
We thank all applicants for applying in advance; only those selected for an interview will be contacted