

Job Title:	Finance Manager	Job Category:	Finance
Department/Group:	Administration	Job Req#:	Code/ 1010
Location:	1420 Hwy 3 Cawston B.C.	Travel Required:	N/A
Salary Range:	\$50 to \$60 hr.	Position Type:	Full-Time
HR Contact:	Diane Wood	Date posted:	March 9, 2026
Will Train Applicant(s):	N/A	Posting Expires:	When Filled
Resumes & Cover Letter accepted by:			
E-mail: diane.wood@lsib.net Attention: Diane Wood		Mail: Lower Similkameen Indian Band Box 100 Keremeos, BC V0X 1N0 Attn: Diane Wood	

**Lower Similkameen Indian Band
Finance Manager**

PURPOSE OF THE POSITION

The Lower Similkameen Indian Band encourages applications from qualified Indigenous candidates. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Finance Manager is responsible for the overall financial management, accountability, and integrity of the Lower Similkameen Indian Band. Reporting to the Band Manager the Finance Manager provides strategic financial leadership, ensures sound fiscal management, and supports the Band's long-term financial sustainability. The position ensures compliance with applicable legislation, funding agreements, financial policies, and reporting requirements while supporting the Band's programs, services, and economic development initiatives.

SUPERVISION RECEIVED

The Finance Manager operates under the direct supervision of the Band Manager.

SUPERVISION EXERCISED

- Direct supervision of finance department staff (e.g., Finance Clerk, Payroll Clerk, Accounts Payable/Receivable, and Tax Officer).
- Provide mentorship, training, and performance evaluations.
- Ensure staff adherence to policies, procedures, and professional standards.

DUTIES AND RESPONSIBILITIES:

- Develop, implement, and maintain financial policies, procedures, and internal controls.
- Oversee budgeting processes, including monthly, quarterly and annual operating and capital budgets.
- Prepare for approval monthly, quarterly, and annual financial statements and reports for the Chief and Council, Finance and Audit Committee (FAC), funding agencies, and external stakeholders.
- Manage cash flow, investments, banking relationships, and financial risk.
- Coordinate and lead the annual audit process, including preparation of working papers and liaison with external auditors.
- Ensure compliance with funding agreements, contribution agreements, and regulatory requirements.
- Oversee accounts payable, accounts receivable, payroll, and general ledger functions.
- Provide financial analysis, forecasting, and strategic advice to support financial decision-making.
- Support proposal development and funding applications by preparing financial information and projections.
- Monitor program spending and provide variance analysis and recommendations.
- Maintain financial records in accordance with generally accepted accounting principles (GAAP) and the LSIB Financial Administrative Law (FAL)
- Participate in strategic planning and community planning initiatives as required.

FINANCIAL RESPONSIBILITY

- Full responsibility for the financial operations of the Band.
- Oversight of multi-source funding, including federal, provincial, and own-source revenues.
- Authority to recommend financial policies and controls.
- Signing authority as delegated by the Chief and Council.
- Accountability for accuracy, completeness, and timeliness of all financial reporting.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Professional accounting designation (CPA) preferred or in progress.
- Minimum 5 years of progressive financial management experience.
- Experience working with First Nations organizations, Indigenous governments, or public sector entities is considered a strong asset.
- Experience with contribution agreements and government reporting requirements is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of GAAP and Public Sector Accounting Standards (PSAS).
- Knowledge of Indigenous governance structures and funding frameworks is an asset.
- Advanced proficiency in accounting software and Microsoft Office Suite (especially Excel).
- Strong analytical, problem-solving, and financial planning skills.
- Ability to interpret legislation, agreements, and financial policies.
- Excellent written and verbal communication skills.
- Ability to prepare clear financial reports for both technical and non-technical audiences.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a team environment.

COMMITTEES

Finance and Audit Committee

OTHER FACTORS

Culture/Language

Respect for and working/learning knowledge of the Syilx culture.

Personal Attributes

- High level of integrity, ethics, and professionalism.
- Respectful understanding of Indigenous culture, traditions, and community values.
- Strong interpersonal and relationship-building skills.
- Detail-oriented with a commitment to accuracy.
- Adaptable, flexible, and responsive to changing priorities.
- Commitment to confidentiality and sound judgment.
- Able to guide Department Managers in developing their budgets

WORKING CONDITIONS

Physical Demands

- Office-based environment.
- Occasional evening meetings with Chief and Council and community will be required.
- May be required to attend training or conferences.

COMPETENCIES

Core Competencies

Respect/Collaboration

Trust & Honesty/Building Trust

Compassion

Accountability/Taking Initiative

COMPETENCIES DEFINED

CORE COMPETENCIES

Respect/Collaboration

RESPECT: Treats all people with dignity, respect, and fairness. Resolves interpersonal conflicts constructively. Shares time, energy, and knowledge with others to ensure they can succeed.

INCLUSIVENESS: Demonstrates awareness and respect of cultural and individual values.

Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from their own. Is careful to ensure all sides are heard before reaching a conclusion.

Trust & Honesty/Building Trust

HONEST: Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth even when it is difficult. Shares information accurately, completely, and appropriately.

COMMITTED: Follows through on assignments and commitments. Supports LSIB goals and initiatives. Adheres to all policies and procedures.

Compassion genuinely cares about people; is concerned with their problems; is available and ready to help; demonstrates real empathy with the joys and pains of others.

Accountability/Taking Initiative: Responds appropriately on one's own to improve outcomes, processes, or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. Identifies problems, obstacles, or opportunities and takes appropriate action to address current or future problems or opportunities. Proactively doing things and not simply thinking about future actions.

FINANCIAL FOCUSED COMPETENCIES

Planning, Organizing and Coordinating involves proactively planning, establishing priorities, and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

Customer Service is the ability to anticipate and meet the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Understanding and meeting the needs of clients (clients are individuals or groups who use the department's services).

Delivering Results (Productivity and Personal Growth) Strives to consistently achieve excellence in all tasks and goals. Maintains focus and perseveres in the face of obstacles. Uses

time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance. Ensures job knowledge and skills are current and valuable. Receptive to feedback.

Functional Knowledge and Skills Demonstrates skills and knowledge relevant to one's own function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in the discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

Teamwork and co-operation are the ability to work co-operatively within diverse teams, work groups, and across the organization to achieve group and organizational goals.

Communication (Written and Oral): Provides regular, consistent, and meaningful information. Listens carefully to others and ensures the message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation, and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors communication style to the needs of the recipient.

Technology is the ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, email management, and privacy protection issues

****LSIB would like to thank all applicants but only those who are shortlisted will be contacted****