



Employment Opportunity

Finance Manager

UNION OF B.C. INDIAN CHIEFS (UBCIC)

The UBCIC is a not-for-profit First Nations political advocacy organization representing and taking direction from member First Nations in British Columbia. We aim to protect and advance the political and territorial rights of First Nations peoples in B.C. and strengthen First Nations to assert and implement their right of self-determination as Indigenous peoples. We support First Nations peoples at regional, national, and international forums. The UBCIC upholds the principles and standards articulated in the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP) for the establishment and maintenance of a universal framework of minimum standards for the survival, dignity, well-being, and rights of Indigenous peoples.

Working for UBCIC, you have the chance to impact change in the lives of First Nations peoples. Our office is a warm and welcoming place where we care about our employees, create space for staff and value fair and equitable work practices.

ABOUT THE POSITION

- Position:** Finance Manager
- Reports to:** Administrative Director
- Location:** Vancouver Office/Hybrid option
- Salary:** \$77,200 - \$92,500 per annum (additional compensation may be considered for candidates with substantial experience and qualifications)
- Start Date:** ASAP
- Type/Term:** Regular, Full-time (7 hours per day, 35 hours per week)
8:30 am to 4:30 pm Monday to Friday (excluding holidays)

Brief Overview

The Finance Manager plays a crucial role in overseeing UBCIC's financial health and sustainability. Working in collaboration with the Administrative Director, the Finance Manager assists with budget-development, financial reporting, cash flow management, and ensuring compliance with nonprofit regulations and funding requirements. The Finance Manager works closely with the Administrative Director to align financial strategies with UBCIC's overall mission and goals, ensuring that financial resources are used efficiently and effectively to support programs and services. By providing insightful financial analysis and advice, the Finance Manager helps guide strategic decision-making, while collaboration with the Administrative Director ensures that financial operations are integrated with administrative functions to maintain transparency, accountability, and long-term success. Together, they ensure that the organization operates within its budget and complies with all legal and regulatory requirements.

What It's Like To Work In the Administration Department

Working here, you will be part of a team that is deeply committed to supporting the people and work that advance the goals and mandates of UBCIC. The Administration Department plays a key role in creating the financial, operational and organizational conditions, that enable staff and leadership to carry out this work effectively.

In this role, you will work directly with the Administrative Director and other Directors/Associate Directors to help steward the organization's financial resources, offering strategic advice and council on key financial areas to support decision making that aligns with UBCIC's priorities.

You will have the opportunity to engage substantially with a range of external partners including First Nations organizations, foundations and governments to build relationships that support UBCIC's financial sustainability and accountability.

Working here, you will gain a strong understanding of UBCIC's stories, histories and priorities that shape our work.

What You Can Bring To The Role

Key competencies include:

- In-depth knowledge of financial practices, planning and budgeting and ability to address the nuances of different funding sources and manage how and when to use them.
- Maintaining a high level of confidentiality of employee records as well as funding sources and their related projects (release dates for when the projects are either starting or ending).
- Handling complex, tight deadlines with both employee payroll and funding sources.
- Managing diverse employee needs from a finance perspective and address employee's questions.
- Excellent attention to detail and high level of accuracy.
- Strong, respectful and open verbal and written communication.
- Strong organization, prioritization, and project management skills.
- Self-directed and flexible with strong problem solving and decision-making skills.
- Addressing, presenting, and/or navigating information with sensitivity, compassion, respect.
- Delivering results when working both independently and collaboratively with others.
- Managing/juggling multiple competing and shifting priorities in a fast-paced environment, maintaining focus, accuracy, and efficiency.

Key Responsibilities/Accountabilities

The Finance Manager is responsible for the following key functions:

- **Operational Financial Practice** including handling payroll processes, payments, issuing T4s, ROE, advising on compensation scales and increases, administering financial aspects of benefits program and monitoring vacation and other types of leave, managing accounts receivable and payable and organizing and maintaining filing systems for confidential materials.
- **Financial Planning & Budgeting** including developing and managing annual budgets in alignment with organizational goals and preparing long-term financial forecasts and ensuring sustainability.
- **Financial Reporting & Analysis** including preparing accurate monthly, quarterly, and annual financial reports for stakeholders, analyzing financial data to identify trends, discrepancies, or issues, ensuring compliance with accounting principles and nonprofit regulations in consultation with contract accountant and auditor.

- **Cash Flow Management** including monitoring cash flow and making recommendations to the Administrative Director with respect to liquidity to ensure operations are funded and overseeing accounts payable and receivable to maintain financial health.
- **Grant & Fund Management** including tracking and reporting on restricted and unrestricted funds, ensuring proper usage, and preparing financial reports for funders, including budget justifications and progress updates.
- **Audit & Compliance** including coordinating annual audits and ensuring compliance with tax regulations and nonprofit laws and ensuring adherence to internal controls and financial policies.
- **Strategic Financial Oversight** including advising the Administrative Director leadership on financial strategy and sustainability so the AD can report this to the UBCIC Executive and providing financial insights to improve program efficiency.
- **Tax Filing & Compliance** including preparing and filing necessary tax documents and staying updated on nonprofit tax laws and ensure compliance with federal and state regulations.
- **Internal Controls & Risk Management** including developing and implementing internal controls to safeguard assets and monitoring financial risks and recommends to the Administrative Director corrective actions as needed.
- **Communications** including providing financial information and updates to Administrative Director, donors, and vendors and funders; communicating financial performance and challenges effectively to the Administrative Director; liaising with banks and investment managers and communicating with staff about expense claims.

Qualifications

Required

- A certificate/diploma/degree in accounting, finance or business administration along with relevant work experience, or combined equivalent education or experience
- 4-7 years of experience in finance and administration
- 1-2 years of experience supervising contractors
- Good understanding of First Nations/Indigenous culture, art, land rights, language and history or traditions
- Comprehensive working knowledge of MS Office Suite, i.e. Outlook, Word, Excel, PowerPoint
- Working knowledge and experience with (or flexibility/ability to learn) specific software programs related to the needs of the role, including expertise with relevant accounting software; e.g. QuickBooks, Sage

Working Conditions/Demands

- Based in the Vancouver office or hybrid work options available; may be required at events
- Work long hours using computer or other equipment
- Seasonal long hours during and when attending AGA, Chiefs Council meetings and during annual audit, moderate to high mental strain with high workload
- Occasional travel to and attendance at meetings

In Return For Your Expertise/Total Compensation

We offer a generous total compensation, pay and benefits package. Appreciating that we work and contribute in different ways based on the kind of work we respectively do, we are intentionally focused on creating an overarching supportive and responsive workplace culture that is centered around caring for our mission/vision, our team, our members and partners.

We offer a competitive annual salary commensurate with your experience for this role, plus comprehensive benefits including extended health benefits, employee assistance program, dental care,

flexible time/work arrangements, extensive vacation leaves including paid leaves above the Canada Labour Code (CLC), sick leave, retirement savings plan and professional development.

How To Apply Interested candidates are invited to submit the following to careers@ubcic.bc.ca noting in the subject line “**Finance Manager**”

1. A letter of interest outlining how your previous experience and education would support this position. If you have an interest or expertise in this technical area, please note this in your cover letter.
2. An up-to-date CV.

Successful candidates will be asked to provide references and a writing submission following the interview. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. UBCIC hires based on skills, ability, and qualifications and we welcome applications from all qualified candidates.

We proudly uphold our identity as a First Nations workplace and are committed to honouring and enriching the cultural traditions that reflect the communities we serve. We warmly welcome and strongly encourage First Nation/Indigenous individuals to apply and bring their voices, experiences, and strengths to our team.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, please let us know. We thank all applicants for their interest; only those selected for an interview will be contacted. **Open until filled.**