

EMPLOYMENT OPPORTUNITY

# OFFICE/FINANCE MANAGER

*KHOWUTZUN DEVELOPMENT CORPORATION (DUNCAN)*

**PURPOSE:** The Khowutzun Development Corporation (KDC) is a dynamic and growing company. Our central mission is; "to build partnerships to develop and support enterprises, create opportunities for members to succeed in employment and business ventures and to support Cowichan Tribes programs". We strive for the success of the communities we serve, through employment and training opportunities, implementing economic development ventures, preserving the rich culture and heritage and honouring the land on which we live. With a strong connection to tradition, we're proud to balance this respect for our culture with future-focused initiatives aimed at creating more opportunities and healthy environments for our younger generations.

KDC is seeking to hire a permanent full-time Finance Manager at our office in Duncan, B.C. Reporting to the Chief Financial Officer, the Finance Manager uses superior organizational skill to ensure the efficient financial administration of the office and provides high-level executive administration support to the CFO and senior management team. The incumbent is also responsible for managing and coordinating day-to-day administrative activities for the company by liaising with various departments, managers, vendors, supplies, managers, and employees.

## RESPONSIBILITIES

- Payroll & Benefits Administration.
- Bank deposits and reconciliations.
- File GST and Payroll taxes
- Prepare accurate and timely management reports ● Financial reporting and monthly statements.
- Post and balance month and year-end adjusting entries.
- Maintain general ledger, budget to actual.
- Monitor funding streams.

- Support systems, structures, and process.
- Oversee general office operation.
- Implement and maintain procedures/office administrative systems.
- Answer incoming phone calls and deliver high-quality service to recipients.
- Supervise, mentor, and train staff and delegate assignments.
- Coordinate special projects, attend meetings with senior management team.
- Produce management level reports, manual and virtual presentations.

#### **THE FINANCE MANAGER WILL:**

- Assist other staff as required.
- Assist with the development internal controls and processes.
- Complete or assist with all reports to funding agencies

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to partner with management and key stakeholders to plan and coordinate activities related to effective office management and administration.
- Ability to adapt quickly to changing needs and requirements. • Communicate effectively.
- Complete documents and follow procedures.
- Assess situations, conditions and documents.
- Identify errors, omissions or anomalies.
- Work in a team environment.
- Maintain confidentiality and deal with highly sensitive information effectively.

**PERSONAL SUITABILITY:**

- Results oriented.
- High-energy
- Personable
- Detail oriented
- Honest
- Prudent and tactful
- Successful multi-tasker
- Outstanding communication and reporting skills

**EDUCATION AND EXPERIENCE:**

- A College Diploma or equivalent, preferably in Finance & Accounting, Business Management, and Office Administration.
- A minimum five years' experience in a senior administrative setting.
- A minimum five years' experience in bookkeeping and accounting for both profit and not-for-profit organizations.

As part of our commitment to employment excellence, Khowutzun Development Corp offers a competitive salary and a generous benefits package.

Closing Date: Open until filled

Thank you for your interest in the Khowutzun Development Corporation. Please note only shortlisted applicants will be contacted. All applicants must be legally entitled to work in Canada.

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