

## EMPLOYMENT OPPORTUNITY **FINANCE MANAGER**

**PURPOSE:** The Khowutzun Development Corporation (KDC) is a dynamic and growing company. Located on the banks of the picturesque Cowichan River, we are seeking to hire a permanent full-time finance manager to support our operations. The finance manager uses their superior organizational skills to ensure the efficient financial administration of the office. The incumbent will be responsible for overseeing the day-to-day financial activities of our companies and ensure the finance department is functioning smoothly, reporting timely and remaining compliant.

### **RESPONSIBILITIES:**

- Provide oversight of all financial transactions including AR, AP and GL entries
- Produce periodic financial reports
- Produce & support reconciliations of all statements
- Maintenance of the accounting platform
- Support the CFO in the development and management of a comprehensive set of controls and budgets
- Prepares departmental reports with analysis of actual to budget
- Maintain a documented system of accounting policies and procedures
- Oversee the accounting operations of subsidiary corporations
- Develop strong relationships with bankers, vendors, and external stakeholders to manage projects and partnerships
- Liaises with external accounting firm for assurance engagements
- Oversee year-end transactions & audit file preparation
- Mentor and coach team members by collaboratively setting processes, project management, goal setting and monitoring
- Works to continuously improve processes across the finance team
- Other duties as assigned

### **We Offer**



**KHOWUTZUN**  
DEVELOPMENT CORPORATION

- Competitive salary
- A comprehensive health & dental plan
- Group Pension Plan
- Opportunities for professional development
- 35 hours per week Monday - Friday

### **SKILLS AND QUALIFICATIONS**

- CPA Designation or sufficient experience in lieu of
- 5 years solid leadership/management experience
- Demonstrated experience managing intercompany transactions and service agreements
- Highly proficient with cloud-based software
- Experience with QuickBooks Online
- Advanced excel skills
- Excellent verbal & written communication & presentation skills
- Must be a team player

---

*Cowichan Tribes Member will be given Preference.*

Submit a resume with 3 references by email only:

**RESUME@KHOWUTZUN.COM**

**DEADLINE:** 4:00PM, Friday, August 27, 2021

---