



Employment Opportunity

Job Title: Finance Officer
Location: Abbotsford, BC
Term: Full-time position **Start Date:** ASAP
Wage: Starting at \$65,520
Reports to: LFFA Finance and Administration Manager

BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) is a collaboration of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon. The organization is guided by an Executive Committee who is directed by Delegates of the First Nations. The LFFA provides advocacy, communications, technical and coordination support to First Nation communities and their leaders on fishery matters.

Working with LFFA will provide candidates with diverse financial management experience. The organization was established in 2010 and is growing its capacity to support First Nations to manage fish and fisheries in the Lower Fraser region. The LFFA is an aggregate organization that engages government, industry, stakeholders, and non-governmental organizations (NGOs) to establish best practices and coordinate resource and First Nation capacities. The LFFA has recently renewed its Strategic Plan to reorganize its growing capacity and better position itself to serve the interests of the Lower Fraser First Nations.

POSITION:

The Finance Officer is an integral part of our team, ensuring continued smooth financial operations and success of the LFFA in serving our communities. This role involves the following areas of work:

- a) Assisting staff with management of their project agreements, proposals and funding budgets
- b) Liaising with Sumas First Nation Finance department and LFFA Funding partners on budget and financial tasks
- c) Developing and implementing financial policies and procedures
- d) Vendor management
- e) Other tasks, duties and responsibilities as so directed by the immediate supervisor.

KEY FUNCTIONS:

The Finance Officer will provide accounting and finance management support for the Lower Fraser Fisheries Alliance to support the financial stability and accountability of the organization.

This individual will have an adept ability to develop sound working relationships with LFFA Delegates, Executive Committee, Working Groups and Lower Fraser First Nations. The successful applicant should be proficient at working in a fast-paced and dynamic environment with Government officials, Non-Governmental Organizations and Stakeholders.

Activities will include:

1. Oversee and process Accounts Payable and Accounts Receivable.
2. Oversight of Finance Policy and Procedures to ensure accuracy, completeness, and relevance for LFFA and Sumas First Nation.
3. Manage budgets, ensuring that approved budget allocations are current in the accounting software and year end processes are well coordinated, and department budgets are appropriately prepared and monitored in collaboration with managers.
4. Utilize policies, procedures, and internal controls for the effective functioning of the department in accordance with GAAP (generally accepted accounting principles).
5. Supports preparation for the annual audit process including detailed working papers.
6. Prepares accurate and complete financial statements and reports from accounting data.
7. Ensures that reporting requirements for federal and provincial funding agreements are met.
8. Ensures department heads and project leads receive meaningful and timely financial reports, including appropriate training to achieve full compliance with funding agreements, financial policies, and procedures.

SKILLS AND KNOWLEDGE REQUIRED:

- Degree in Finance, Accounting and/or CPA
- Demonstrated experience working with consultants, government agencies, and non-governmental organizations.
- Ability to manage and prioritize heavy workloads involving multiple tasks and changing priorities.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Proficient in MS Office suite

OTHER REQUIREMENTS:**EDUCATION AND EXPERIENCE:**

- Exceptional experience with SAGE and Excel software.
- Valid BC Driver's License;
- Ability to pass a Criminal Record Check;
- The ability to work in a team environment and independently.
- Access to transportation to attend off site meetings and engagements.

Application Deadline: September 4, 2023; but will remain posted until the position has been filled.

Interested candidates should submit their resume, cover letter and 3 references in an email to:

Rosalie Hope, LFFA Finance and Administration Manager

Email: Rosalie.hope@lffa.ca

Only those selected for an interview will be contacted. Preference is given to persons of Aboriginal ancestry as per Section 41 of the Human Rights Code.