Finance Manager

West Moberly First Nations

Job ID
41700

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LOCATION	DATE POSTED	EXPIRY DATE
7434 W Moberly Lake Rd, Moberly Lake, BC| British Columbia	23-11-2026	22-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 100,000-120,000	5 year or more	No degree, certificate or diploma

Job Details

Job Title: Finance Manager

Department: Finance

Location: Moberly Lake, BC

Annual Salary: $100,000-$120,000

Discover the vibrant West Moberly First Nations (WMFN) community, nestled 32 km northwest of Chetwynd, BC, at the serene west end of Moberly Lake. Surrounded by pristine lakes, flowing rivers, lush forests, and majestic mountains, our community embodies natural beauty and strong values. We are dedicated to upholding our mission of fostering respect, honesty, fairness, integrity, and self-motivation. By promoting open communication among Members, Council, and staff, we strive to enhance our cherished traditions and ethics. Join us in celebrating a legacy of unity and growth!

Your Toolkit Includes:

- Completion of an undergraduate degree or equivalent in accounting, finance, or other relevant field
- At least one of the following accreditations: CPA designation, CPA Finalist, or other recognized professional accounting designation
- 4+ years of experience in an accounting or finance position
- Experience working in an Indigenous community considered an asset
- Demonstrated experience budgeting, forecasting, and analyzing financial reports, and audit reporting
- Possess strong accounting skills and knowledge including a grasp of key Generally Accepted Accounting Principles (GAAP)
- Professional and self-confident
- Initiative, self-starter, and ability to work with little supervision
- Leadership skills and the ability to supervise, coach, and motivate a diverse team
- Familiar with accounting and payroll software, specifically Quickbooks and Payworks
- Experience with Microsoft Office Suite
- Clear Criminal Record Check

How to Apply

If this exciting opportunity to work with a dedicated and progressive community feels like the right fit for you, please apply

with a cover letter and resume.
https://engagedhr.teamtailor.com/jobs/8785107-finance-manager?promotion=2309684-trackable-share-link-firstnationsjob

To learn more about the role, please review the complete job description. Please reach out to jobs@westmo.org if you have any additional questions.

We review applications as they arrive, and this posting will stay open until we find the right person to join our team.

At West Moberly First Nations, we believe diversity is the key to our success, reflecting the vibrant community we serve. We proudly welcome candidates of all genders, ethnicities, cultural backgrounds, sexual orientations, and abilities to join our team. West Moberly First Nations is dedicated to providing an accessible recruitment process, ensuring a seamless and inclusive experience for all applicants. Join us in celebrating and championing diversity!

We thank all applicants for their interest, however only individuals selected to move forward will be contacted.

Job Description

The Finance Manager is responsible for managing the day-to-day accounting operations of WMFN under the direction of the Director of Finance. This position is responsible for the efficient and effective financial management of operations including accurate processing of transactions, maintaining proper financial records, and providing professional accounting and administrative support. The Finance Manager is also responsible for preparing accurate financial reports in accordance with accounting standards and WMFN policies for review and approval by the Director of Finance.
This is a full-time, in-person position requiring the successful candidate to be located at the lake, in Chetwynd or Hudson Hope areas. This position has an annual salary between $100,000- $120,000. In addition, there is a robust RPP program, a comprehensive benefits package, and, if needed, a relocation package. Enjoy our flexible work schedule with every other Friday off, plus two weeks of paid time off during Christmas and other cultural holidays. Immerse yourself in the vibrant West Moberly community and culture while advancing your career with us.

Key Responsibilities
• Oversee day-to-day accounting practices, ensuring smooth and efficient processes and accurate financial records
• Provide day-to-day supervision, training and support to Finance staff, and work with the Director of Finance and HR on significant staffing or performance matters
• Oversee and perform accounting functions as required, including accounts payable, accounts receivable, general ledger, financial reporting, taxation, audit preparation, reconciliations, and invoicing. Provide oversight and support for payroll and benefits administration, including payroll reconciliations and related financial controls
• Prepare and review monthly, quarterly, and annual financial reports and supporting schedules for review by the Director of Finance
• Ensure monthly bank, credit card and payroll reconciliations are completed on time
• Coordinate month-end and year-end closing and audit preparation
• Prepare financial reports for government funding agreements and work with program managers on reporting requirements
• Oversee bookkeeping, intercompany transactions and financial reporting for assigned WMFN-related entities
• Ensure financial documents and supporting records are properly maintained and filed
• Monitor outstanding accounts receivable and follow up as needed
• Support the Director of Finance with budgeting, forecasting, annual financial planning, and financial analysis, including preparation of supporting schedules and reports

• Resolve routine financial discrepancies and refer significant financial matters to the Director of Finance
• Support the Director of Finance in implementing financial strategies, departmental objectives, and operational plans
• Oversee GST/HST and other applicable tax reporting and compliance requirements
• Monitor compliance with approved financial policies and procedures and recommend new or revised procedures and internal controls to the Director of Finance
• Assist with investment accounting, reconciliations, and related financial reporting as required
• Identify and recommend outsourcing and capacity building opportunities, as required
• Exercise financial approval authority within approved delegation limits and refer matters requiring higher-level approval to the Director of Finance
• Monitor internal controls, ensure proper segregation of duties, and report any concerns or recommended improvements to the Director of Finance
• Perform related work as assigned

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