



Citxw Nlaka'pamux Assembly

JOB POSTING

Certified Professional Accountant

JOB TITLE:	Certified Professional Accountant (CPA)
REPORTS TO:	Executive Director
SALARY:	\$95,000 - \$110,000.00
TERM:	Full-time, permanent position
START DATE:	As soon as a suitable candidate is found
CLOSING DATE:	November 30th, 2024

Position Purpose

Citxw Nlaka'pamux Assembly (CNA) was created in 2013 as a powerful and unifying voice for eight Nlaka'pamux Bands regarding the Teck Highland Valley Copper Mine. It is governed by a Board of Directors appointed by the eight Participating Bands. Headquartered in Merritt, BC, with a workforce of over 40, CNA provides training and job readiness along with cultural, social, and technical programming to the over 2985 members of the eight Participating Bands.

We are looking for an individual with a Certified Professional Account (CPA) designation to provide financial support services for the 8 Participating Bands of the Citxw Nlaka'pamux Assembly (CNA) to increase financial capacity and awareness. The desired individual will have a minimum of 5 years of accounting experience in full cycle accounting, including year-end financial reports and managing a full audit process with external auditors, and extensive knowledge of Sage 50 accounting program, financial operating model design and business process improvement. The individual will play a key role in providing financial leadership, direction and development of efficient and effective financial control systems, as well as ensuring that all financial processes are executed and completed on a timely basis.

Applicants for this position will be self-motivated individual with a high degree of initiative and will possess strong interpersonal skills, be attentive to detail, and able to build trusting relationships. The candidate will work in a team setting and will report directly to the Executive Director and work in conjunction with Band Managers of the 8 Participating Bands of the Citxw Nlaka'pamux Assembly to provide support services.

Primary Duties

- Assist in the preparation of year-end financial statements and financial statement notes,
- Provide support services in Preparing Reviews and Audit Engagements and working directly with Senior Managers in the preparation of corporate tax returns and NLX Legacy trust reports and/or returns,
- Assist in the process of financial management of operating entities, development projects, loan packages,
- Provide support when requested to assist with month-end close procedures, new acquisitions, operations variance reporting and account analysis, and bank reconciliations,

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Primary Duties Cont.

- Participate in the annual operations and capital budget processes, both at an organization and Band level,
- Assist in the review and design of best practices manuals for distribution and education on accounting and reporting procedures, processes and preparation of financial reports for strategic meeting presentations and materials,
- Assist in the analysis of complex accounting issues and writing white papers or supporting best practice position papers that provide solutions,
- Design outlines for reports for corporate and operations analysis for presentations to Chief and Councils and membership,
- Providing guidance to the Bands while liaising with communities with external audit and advisory firms,
- Provide support with government funding reporting requirements,
- Provide financial management support and policy recommendations, particularly with the development, monitoring and reporting on the financial status of the organization, budget development, financial forecasting analysis and reporting and working knowledge of external regulatory standards regarding the practices and principles relating to the relating to programs and services operations and reporting,
- Provide when necessary, financial process improvement methodologies with documentation and training with demonstrated benefits in the following areas: Operations Management, Supply Chain, and Asset Management,
- Develop and provide support, case studies and best practices on financial operating model design, financial business process improvement, and financial operations technology deployment,
- Develop and provide support, case studies and best practices in finance-based organization design and organization development to support the development of and maintain strong internal controls,
- Supporting operational process improvements and the development and implementation of new systems,
- Provide assistance in financial reporting for grants and preparing budgets for grant proposals,
- Provide communities with support services for the day-to-day accounting functions and monthly reconciliations for all general ledger accounts in a fund accounting environment,
- Assist communities in preparing yearly budgets with Band Management, and
- Monitor spending throughout the year to ensure adherence to the approved budget and grant contracts.

Experience and Requirements

The successful candidate will have excellent organizational skills, have the ability to demonstrate initiative and be self-motivated, possess a professional demeanor and a willingness to ask questions and learn with supervision. The following skills are required:

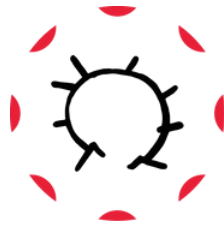
- Certified Professional Accountant (CPA) designation is a must,
- Minimum 5 years experience of federal funding reporting and trust management reporting experience public practice experience required,
- Demonstrated background in training or guidance on the preparation of financial modelling and analysis to support decision-making for new opportunities and initiatives,
- Experience in preparing supporting documentation for financial forecasting and financial models to reflect changes to operations,

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Experience and Requirements Cont.

- Minimum 5 years of accounting experience, with direct experience with audit preparation and management, in both Private and Public Enterprises is an asset,
- Demonstrated experience with the design and review of processes, ability to identify inefficiencies and implement recommendations and best practices,
- Good written and verbal communication, with strong attention to detail, excellent problem-solving and analytical skills,
- Experience in working with senior staff at the community level to manage and produce financial reports and monthly reports for Chief and Councils, membership or community-based groups and Board of Directors,
- Comfortable interacting with senior management and council members, with an ability to write compelling proposals, reports, presentations and work with a team,
- Strong understanding of the interrelationships between people/organization, business processes and enabling technologies as contributors to business effectiveness, and
- Excellent quantitative analysis, critical thinking, and ability to problem solve in a complex environment, and evaluating, maintaining, and leading the financial reporting system to ensure efficiency and accuracy.

We will provide training and professional development to support the right candidate. We believe in growth and curiosity. If you have some of these qualities and believe you would be of value to our organization, then we want to hear from you!



Please submit your cover letter and resume to:

Citxw Nlaka'pamux Assembly

Email: HR@cna-trust.ca

Subject Line Must Include: Application - CPA

In Person: 2025 Granite Ave, Merritt BC

The Citxw Nlaka'pamux Assembly is an equal-opportunity employer. We encourage applicants from diverse backgrounds and are committed to building a respectful and inclusive workplace that reflects the community we serve. This position is open to all candidates who meet the qualifications. A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified nłe?kepmx candidates.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citxw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.