



ABOUT THE OPPORTUNITY

The scope and responsibilities of this role cover all business entities of the Heiltsuk Economic Development Corporation. Reporting to the Chief Financial Officer, the Finance Manager directly manages the finance programs and services and operations related to payroll, revenue recording, accounts payable, accounts receivable, and tax administration, for the corporation. The Finance Manager plans and manages the budgets, and plans, organizes, directs, controls and evaluates: (a) finance programs, services, and operations; (b) financial management of capital projects; and (c) tax administration. Primary goals are for financial compliance with Financial Administration Laws, through quality assurance of the financial management systems. A key element of success is knowledge of business accounting theories and applications of GAAP and PSAB and business-related software such as SAGE. This position is a management position and is responsible for managing subordinates, conducting performance management reviews and evaluations and corrections, and overseeing related staffing budgets. This position is overtime exempt and is eligible for extra-regular hours when budgeted and by approval of the Chief Financial Officer, and/or time in lieu of overtime. Other related duties as required.

ABOUT YOU

You are a professional, ethical, and responsible individual who ensures confidentiality of information, and adheres to policies and procedures, and works with other employees and division heads to form a positive and supportive team atmosphere. You have good interpersonal skills including good listening skills to listen to requests for information and to ask questions to gather all necessary information ensuring understanding for accurate processing of requests. You have good written and verbal communication skills, and you communicate with representatives from any of our entities and you are responsible for exercising sound judgment within policy guidelines. ***Your competencies include:***

- Ethical Practice
- Building Trust/Partnerships
- Financial Acumen
- GAAP/Policy
- Planning/ Coordinating
- Reporting

YOUR ESSENTIAL SKILLS INCLUDE

- Mature individual of professional presentation with a minimum grade 12 high school diploma, supplemented by completion of a technical certificate or diploma in finance/accounting.
- Seven (7) years' experience with experience in budgeting and financial reporting including;
 - Creating reporting models.
 - Good knowledge of GAAP accounting standards
 - High level of proficiency with Microsoft Excel
 - Experience in budgeting, general ledger, and report writing
 - Experience working with regulations governing work
 - Experience working with privacy protected information
 - Experience coordinating and supervising finance staff
 - Experience with filing systems and record keeping.
- Good documentation skills (includes business documentation).
- Good interpersonal skills and ability to interact well with employees and agencies/regulators.
- Good organizational skills and able to handle competing priorities and meet deadlines; will benefit from a high degree of resourcefulness, flexibility, and adaptability.
- Good communication skills (written and oral); ability to listen to understand and ask questions for clarification.



Finance Manager

- Proficient computer skills and able to use MS Office Suite applications.
- Ability to obtain and maintain an acceptable criminal record check.
- Valid BC Driver’s License and ability to obtain and maintain an acceptable drivers abstract.

The following are considered assets:

- Business diploma or bachelor’s degree in accounting.
- 3rd level accounting designation.
- Previous experience working in an MRP or ERP systems environment.
- Strong Excel skills including experience with pivot tables and macros.
- Other experience with report writing tools (i.e. SAP Crystal, MS Access, Power BI).
- Certificates of training, such as First Aid, WHMIS, OHS.
- Previous experience working in Finance in a First Nation community.

We recognize the value of diverse educational experiences including cultural, academic, work, and lived experience. We encourage those who closely match the qualifications listed to apply. ***Heiltsuk members and Indigenous applicants are encouraged to apply.***

ABOUT THE COMPENSATION

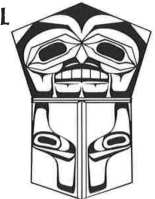
This is an overtime exempt position. As a salaried management role, the successful candidate may earn a salary ranging from ***\$80,000.00 to \$90,000.00*** annually, pending qualifications, education, skills and experience. This employee will work a regular schedule of 37.5 hours per week, and on occasion will work beyond these hours, and all remuneration paid to the successful candidate is intended to cover all hours worked. In addition to a time-off-in-lieu of overtime award, and professional opportunities, other benefits include a comprehensive group benefits package and pension matching, and generous time off awards.

HOW TO APPLY

Please submit your application to:

Human Resources Recruitment
Heiltsuk Tribal Council
jobs@heiltsuk.ca

heiltsuk tribal
council



Posting Closes: May 22, 2026, at 4:00 p.m. Remuneration: Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge.

Please identify in your email subject line that you are applying for ***“Finance Manager HEDC.”***

We thank all individuals for applying, but only those applicants selected for an interview will receive a reply.