



MHSS and Ahous Business Corporation

Employment Opportunity  
**FINANCIAL ADMINISTRATOR**

**Open until filled.**

**Location:** Tofino & Ahousaht

**Full time**

**Open to:** Qualified applicants: Every reasonable effort shall be made to employ the most suitable/qualified candidates, based on predetermined bona-fide occupational requirements with a preference given to qualified Ahousaht citizens.

**Position:** The Maaqutusiis Hahouthlee Stewardship Society (MHSS) has a full-time position available for a Financial Administrator to provide oversight to the finance, accounting functions and operations of the organization and subsidiary companies.

Reporting to the CEO, the MHSS is seeking a Financial Administrator who is a self-motivated multi-tasker with demonstrated financial and accounting competencies. The Financial Administrator will be well versed in accounting standards, financial policies, performance measurement, workflow management and operations.

**Description:** The successful candidate will be required to work independently reporting to the CEO of the group of businesses, as well as attend the office as required. The Administrator will be responsible for all operational finances, financial reporting and accounting, and budget preparation and management. Duties of the Financial Administrator include, but are not limited to:

- Oversight of operational finances including reviewing and reporting on all aspects of financial operations and profitability of businesses and other ventures
- Management of the MHSS's internal accounting, including ensuring that all accounting operations are completed in a timely and efficient manner and are in compliance with all current policies and laws
- Ensure that all monthly, quarterly and year-end reports are completed and presented to the Board in a timely and efficient manner
- Provide financial information and analysis required by the Board and senior staff to make effective decisions
- Process payroll
- Ensure that all financial reporting required by all levels of government are

completed and submitted

- Work with the external auditor to ensure that the annual financial audit is completed in an effective and timely manner
- In collaboration with the CEO, develop and monitor annual budgets and ensure financial controls are in place
- Attend Board meetings to present financial information as required
- Supervise administrative and clerical staff to perform tasks related to the accounting processes
- Create and implement employee development plans including regular evaluations and career planning
- Assist with funding proposals and reporting
- Process fuel station taxation reporting monthly
- Provide support at both the operational and strategic levels
- Willingness to assist at all levels of the organization

Compensation will be commensurate with qualifications and experience.

**Qualifications:** A recognized accounting designation such as Chartered Accountant, Certified General Accountant or Certified Management Accountant is preferred. A combination of a post-secondary degree in business administration and accounting or finance experience may be considered.

- Strong financial background with at least 3 years experience with business or government
- Outstanding communication and interpersonal skills
- Effective conflict management skills
- Knowledge of Ahousaht culture, economic development goals and aspirations
- Excellent computer skills

The successful candidate will be required to complete a Criminal Record Check.

**Application Requirements:** Candidates must submit the following:

- A cover letter expressing the reasons for your interest, including how you would add value to the MHSS and expectations regarding annual compensation
- A full resume outlining education, skills and relevant experience
- Recent references

**How to Apply:** Please apply by email to [taraatleo@umeek.com](mailto:taraatleo@umeek.com)