

EMPLOYMENT OPPORTUNITY - WHITEHORSE

Finance & Administration Manager

The Kluane Community Development Limited Partnership (KCDLP) and Kluane Dana Shàw Limited Partnership (KDSLPL) are vibrant and thriving corporations that are focused on delivering ongoing economic benefits to the Kluane First Nation citizens and community.

We are looking for a senior finance professional to join the team as Finance & Administration Manager (permanent full time). This is the perfect position for a self-starter who performs well in a diverse environment; is a proactive team player, can work independently and values tangible results.

The role of the Finance & Administration Manager is a critical member of our team. Reporting directly to the President of KDSLPL and General Manager of KCDLP, the Finance & Administration Manager is responsible for the overall financial health and wellbeing of all organizations in the Kluane group of companies, in addition to managing the office in Whitehorse.

Key responsibilities are:

- Overseeing and providing all day to day financial activities (accounts receivable, accounts payable, payroll, bank reconciliations, government remittances, etc.) and provide accurate and timely monthly, quarterly and year-end financial reporting;
- Working directly with the accountant to ensure accurate record keeping, quarterly reports, year-end reporting, tax submissions and annual financial auditing and review practices;
- Working directly with the General Manager and President to develop financial strategies by establishing annual budgets, forecasting capital, credit facilities, debt, cash flow and staff requirements, identifying monetary resources and developing action plans;
- Assisting the General Manager and President with Human Resources administration to ensure compliance with relevant Federal and Territorial legislation, as well as ensuring operations and decision making is done within the context of the Employee Manual and that accurate employee records are being kept;
- Being responsible for all Administrative Management activities for the Whitehorse office; and providing support for both Boards of Directors as required.

The ideal candidate will have a Business Degree in Accounting, or equivalent working experience with a recognized bookkeeping and/or payroll designation, along with senior level financial experience working in a role that involves board reporting. Candidates with education, training and/or experience equivalent to the essential qualifications listed above will also be considered.

This position is based in the Whitehorse Dana Shàw office, however, travel to the Burwash Landing office is also required from time to time. In addition to being accessible and available during regular business hours, the position may require some evening and weekend work.

Please submit your resumé to Terry Hayden, President, KDSLPL at thayden@kluanecorp.ca.

Whenever possible, our first preference for hiring will be afforded to qualified people of Kluane First Nation, and First Nation's ancestry.