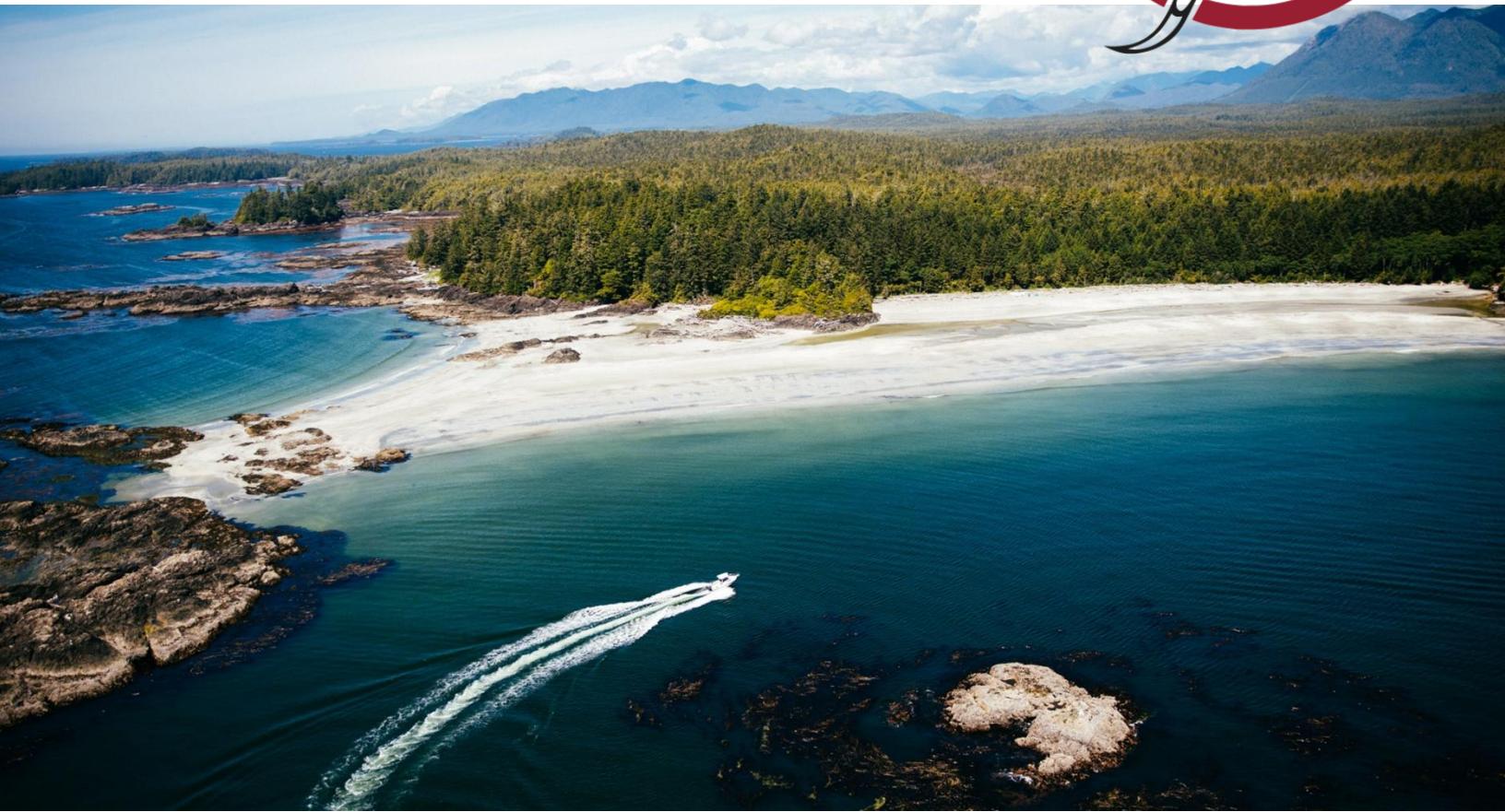


We recruit talented executives with the skills, experience, and fit to meet your leadership needs.

Opportunity

## Director of Finance and Administration

**Tla-o-qui-aht Development Corporation  
(TDC)**



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## ABOUT US: TLA-O-QUI-AHT DEVELOPMENT CORPORATION (TDC)

The purpose of the TLA-O-QUI-AHT Development Corporation is to engage in activities for the benefit of Tla-o-qui-aht First Nation. We aim to:

- Develop, grow, and maintain a healthy and strong Tla-o-qui-aht economy that aligns with Nation values.
- Contribute to the pride and well-being of the Nation.
- Build sustainably viable businesses that generate wealth and create prosperity through economic opportunities (jobs, entrepreneurship).

The Tla-o-qui-aht First Nation and Administration is located on the West Coast of Vancouver Island, in Tofino, British Columbia. The Tla-o-qui-aht Nation and its people are a nation with over 1200 Members. The Administration is comprised of about 50 employees that continues to grow as the Tla-o-qui-aht Nation's Lands, Economic, and local growth continues.

### Mission

His-shuk-nish-tsa-waak,  
(we are all one)

We are here. We restore and promote our traditional values, we provide enhanced services to improve the quality of life for all.



## **POSITION SUMMARY: Director of Finance and Administration**

Reporting to the Chief Executive Officer and working closely with the Board of Directors, you will assume complete responsibility for the overall financial management of the Tla-o-qui-aht Development Corporation (TDC). As a key member of the senior management team, you will oversee a finance manager and bookkeeper. Additionally, you will provide oversight of the Human Resources function of the organization, including workforce planning, recruitment, training, and organizational development.

The Director of Finance & Administration is responsible for the overall direction and control of accounting, financial reporting, budgeting, financial forecasting, investing, revenue collections, property taxation, payroll, human resources administration, and expenditure control functions of the corporation.

You will provide advice, guidance, and direction on financial matters to the Chief Executive Officer, department heads, and Board of Directors.

## KEY JOB DUTIES:

- Oversee centralized accounting services, including accounts payable, accounts receivable, payroll, billings, and human resources administration.
- Be responsible for financial services including financial analysis, cost recovery calculations, effective management of tangible capital asset accounting and reporting, long term financial planning, reserves and debt management, financial policy, grant reporting, and other financial management, information and advice for a wide range of business enterprises.
- Coordinate, prepare, review and recommend corporate wide annual capital and operational budgets.
- Review and monitor departmental budgets and provide advice, assistance and guidance to departments on improving financial accountability, financial impact, options for business solutions and business plans.
- Prepare all annual financial statements and report on municipal financial affairs for other levels of government, administrative officials, and Board of Directors.
- Develop and administer financial policies, procedures and programs that contribute to good financial management of the corporation.
- Ensure compliance with all Federal and Provincial financial requirements.
- Identify risk and ensure risk management and liability exposures are addressed and monitored.
- Identify and obtain proper insurance coverage for the corporations' liabilities, property and vehicles.
- Oversee the development and implementation of financial systems and controls which respond to the services needed by the Board of Directors.
- Provide leadership to a small Finance Department team through delegation, coaching, professional development, guidance, empowerment and motivation while managing and maintaining performance at a high level.
- Manage and direct activities of the Finance Department and make effective use of staff and resources to meet established departmental work objectives including: development of staff, supervision and appraisal, and approval of training programs.
- Proactively initiate the formulation and recommendation of short and long term fiscal strategies including the preparation of a five-year financial plan for TDC and define financial goals and objectives in keeping with such plans.
- Coordinate the annual audit with external auditors.
- Liaise with service providers such as banks and investment providers to ensure

financial dealings are appropriate.

- Perform other related duties, as requested by the Chief Executive Officer.
- As this role oversees the HR function, we are looking for an individual with superb administrative leadership skills. Complex HR issues will be supported by an external HR consulting specialist.

## SKILLS AND ABILITIES:

- Ability to communicate in a clear and concise manner (oral and written) that serves to clarify intent, achieve goals and detail the complexities of any given situation.
- Ability to play a leadership role by exercising tact, diplomacy and respect for others.
- Ability to create commitment, develop motivation and demonstrate leadership in organizational change.
- Ability to build and maintain effective working relationships with staff at all levels in the organization.
- Ability to provide supervision, leadership and direction to staff including motivating, training and conducting performance reviews.
- Ability to establish and maintain positive working relations with members of the Board.
- Ability to use discretion when handling sensitive, high level or confidential matters.
- Strong organizational skills including a demonstrated ability to multitask, organize, and prioritize work within a fast paced and change oriented work environment and within established deadlines.
- Ability to solve problems and to exercise initiative and provide innovative solutions.
- Advanced level of proficiency with Microsoft Office Suite software and applications (e.g. Excel, Word, PowerPoint and Outlook) and proficient in the use of financial management software.

## EDUCATION, EXPERIENCE AND KNOWLEDGE

- Ideally you will have a University Degree coupled with a financial designation, and 7 to 10 years in senior financial management roles with similar responsibilities

ideally within a similar First Nations Development Corporation, a local government, Regional District, School District, Healthcare or perhaps a Crown Corporation setting.

- You are a “big picture” leader, tactical problem solver, deal effectively with competing priorities, and well respected for your ability to work well under pressure.
- You are an experienced strategic departmental leader known for your ability to execute and deliver results on time and within budget.
- You have managed multimillion dollar operations and are known for your ability to build award winning teams fully committed to customer service excellence.
- You are comfortable dealing with a wide variety of stakeholders both internal and external.
- You have excellent financial business acumen coupled with strong financial analytical skills and known for your use of logic and data to present opportunities, or to resolve situations.
- You have experience managing diverse teams and well respected for your professionalism, commitment and passion.
- You hold your employees accountable and are known for setting work objectives that are realistic.
- Although this full-time position is ideally suited to candidates living in Tofino or Ucluelet, we are open to a hybrid model where the hired candidate can be on site a minimum of three days a week. Initially you will need to be working on site full time to fully understand the organization as a whole and its short-, medium- and long-term objectives.



## WORKING CONDITIONS:

- Work is performed in Tofino in an office setting.
- Current and valid driver's license and requires access to a vehicle for business purposes.
- May be required to travel throughout the Province in all weather conditions.

## HOW TO APPLY:

We value diversity and are committed to creating an inclusive environment. We encourage people of all backgrounds, identities, and experiences to apply. Qualified candidates seeking a rewarding career opportunity are invited to submit their resume electronically and in confidence, quoting assignment DOFTDC to: [grantsmith@waterhousesearch.com](mailto:grantsmith@waterhousesearch.com).

For more information, please contact Grant Smith at (604) 806-7715. To learn more please visit <https://tfnedc.org/>.

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.