



## **POSITION TITLE: Chief Financial Officer**

## **TERM: Full Time, Permanent**

## **SUPERVISOR: Executive Director**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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## **Job Summary**

The Chief Financial Officer (CFO) is a key member of the executive leadership team, responsible for overseeing all financial activities of the agency. The CFO ensures the fiscal integrity, transparency, and sustainability of the organization is in alignment with its mission, values, and obligations to Indigenous communities and funding partners. The CFO leads budgeting, financial reporting, funding compliance including grants and contracts management, audits and financial planning and supports decision-making at the executive and board levels.

## **Qualifications**

### **Education and Experience:**

- Bachelor's degree in Finance, Accounting, or related field; CPA or MBA preferred; a combination of education and experience will be considered.
- Knowledge of Indigenous governance, community protocols, and the historical and current context of Indigenous child and family services.
- High level of integrity, discretion, and cultural humility.

#### **Main Office:**

153 Kootenay Way, Kamloops, BC V2H 0E6  
Ph: 250-314-9669 Fax: 250-314-9609



- Experience working with non-profit or government-funded agencies, especially in child and family or human services sectors.
- Deep knowledge of non-profit financial management, fund accounting, and grants/contracts compliance.
- Excellent leadership, communication, and interpersonal skills.
- Knowledge of generally accepted accounting principles (GAAP)
- Knowledge of legislation on BC Labour Code, Occupational Health and Safety, Privacy and Human Rights as well as requirements for INAC and MCFD Funding and Reporting

### **Key Responsibilities:**

- Develop, manage, and monitor annual and multi-year operating budgets, capital planning, and long-range financial forecasts.
- Lead all budgeting, forecasting, and financial reporting functions.
- Ensure compliance with government regulations, funding agency requirements, and non-profit accounting standards.
- Ensure compliance with funding agreements from federal and provincial government or agencies.
- Oversee financial reporting, including funder-specific reports, financial statements, and audit preparation.
- Lead grants and contribution agreement management, ensuring timely reporting and adherence to program budgets.
- Supervise finance staff and ensure effective internal controls, policies, and systems.
- Serve as a strategic advisor to the board of directors, Executive Director, and management on financial matters.
- Establish and monitor internal financial controls, accounting procedures, and risk management strategies.
- Work collaboratively with program managers and departments to build financial understanding and capacity.
- Monitor cash flow, investments, and risk management strategies.
- Work collaboratively with program and operations teams to support financial literacy and accountability across departments.

### **Working Conditions:**

- Comprehensive health, dental, and vision insurance
- Public Service Pension Plan with employer contributions
- Professional development and continuing education support
- Potential for violence in the workplace.
- Hours of work are nonstandard and connected to services and community needs.
- Limited Supervision with occasional direction and very few checks of the work performed

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## Conditions of Employment:

- Must be able to obtain and maintain a Criminal Record Check
- Must be able to obtain and maintain a valid BC Driver's Licence class 5 with no restrictions
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements

## Directly Supervises:

- Finance Team

## Pay Grade:

- starting wage \$105,537.43

## SUBMIT COVER LETTER and RESUME

Human Resources Department  
hr@secwepemcfamilies.org  
153 Kootenay Way, Kamloops, BC V2H 0E6  
Posted until July 24, 2025 at 12 noon

**Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.**

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