



**POSITION TITLE: Director of Finance**

**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 Director of Finance is a key member of the executive leadership team, responsible for the overall financial management, accountability, and reporting of the Agency. This role ensures the organization's fiscal integrity, transparency, and long-term sustainability, in alignment with its mission, values, and obligations to Indigenous communities and funding partners.

The Director of Finance provides strategic leadership and oversight of all financial functions, including budgeting, financial reporting, audits, and financial planning. The role is accountable for ensuring compliance with all funding agreements, grants, and contractual requirements, while maintaining strong internal controls and risk management practices.

In addition to strategic responsibilities, the Director of Finance is actively engaged in the day-to-day financial operations of the Agency, ensuring the accuracy and efficiency of processes such as accounts payable and receivable, payroll oversight, and financial reconciliations. This position provides direct leadership, mentorship, and supervision to the finance team, fostering a collaborative, high-performing environment and supporting ongoing staff development and capacity building.

As a trusted advisor, the Director of Finance supports informed decision-making at both the executive and Board levels by delivering accurate, timely, and meaningful financial insights. The position also promotes operational excellence and financial accountability across the organization and requires a practical, detail-oriented approach with active involvement in financial processes and systems.

**Main Office:**

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



## Qualifications

### **Education and Experience:**

- Bachelor's degree in Finance, Accounting, or related field; CPA or MBA preferred
- Minimum of 5 years of experience in the accounting field with working with non-profit or government-funded agencies, with a preference given to those with experience in child and family or human services sectors
- Minimum of three year's supervision experience is an asset
- A combination of education and experience will be considered

### **Key Responsibilities:**

- Lead all budgeting, forecasting, and financial reporting functions
- Oversee payroll, accounts payable/receivable, and general ledger 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 and mentor 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

### **Skills and Abilities**

- 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
- Extensive knowledge of non-profit financial management, fund accounting, and grants/contracts compliance
- Strong knowledge of financial reporting, audits, and funder accountability requirements
- 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
- Collaborative approach and respect for Indigenous governance, culture, and community priorities

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### Benefits Offered:

- Comprehensive health, dental and vision insurance
- Public Service Pension Plan with employer contributions
- Professional development and continuing education support
- Competitive salary aligned with experience

### Conditions of Employment:

- Must be able to obtain and maintain a Criminal Record Check
- Must have reliable transportation to and from work

### Directly Supervises:

- Financial Analyst
- 6 Finance Associates

### Pay Grade:

This position follows a salary grid with 5 steps in this grid. The salary range is \$ 108,500.18 – 144,300.18. Employees typically move up one step each year until they reach the top of the range. Salary is negotiable based on experience.

## SUBMIT COVER LETTER and RESUME

Human Resources Department  
hr@secwepemcfamilies.org  
153 Kootenay Way, Kamloops, BC V2H 0E6

### Posted until Filled

**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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