



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/Canton 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.



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.

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 4 years of experience in the accounting field
- A combination of education and experience will be considered.

Key Responsibilities:

- 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.
- 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.

Skills and Abilities

- High level of integrity, discretion, and cultural humility.
- Strong knowledge of financial reporting, audits, and funder accountability requirements.
- Excellent leadership, communication, and interpersonal skills.
- Knowledge of generally accepted accounting principles (GAAP)
- Collaborative approach and respect for Indigenous governance, culture, and community priorities

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

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Secwépemc
Child & Family Services Agency

Pay Grade:

The salary range is \$ 108,500.18 – 144,300.18. 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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