



SPUZZUM FIRST NATION

Our Land. Our Future. Our Success. Forward Focused Nation Building.

36500 Main Road, Spuzzum, BC V0K 2S1
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www.spuzzumnation.com

IMMEDIATE JOB OPENING

JOB TITLE: BAND ADMINISTRATOR

JOB STATUS: FULL TIME

STARTING DATE: IMMEDIATELY

LOCATION: 36500 MAIN ROAD, SPUZZUM, BC

RESPONSIBILITIES

- Manage all Band operations and services including in the areas of Finance and Administration, Municipal Works, Recreation, Health and Wellness, Daycare and Land Administration and Research
- Ensure that all Band operations are conducted within relevant legislation, policies and procedures
- Coordinate development and implementation of policies, procedures and programs
- Supervise equipment and facility use and maintenance
- Ensure filing and record keeping systems are established and maintained
- Be familiar with all budget and funding requirements
- Be familiar with all government financial legislation, policies and procedures
- Be familiar with Band financial policies and procedures
- Coordinate the preparation of the budget
- Be familiar with generally accepted accounting procedures
- Manage all financial operations including accounts payable, accounts receivable and payroll
- Ensure monthly financial statements and reports are completed
- Review all monthly financial statements
- Establish and ensure internal financial controls
- Monitor purchasing, tendering and other financial transactions
- Develop proposals for program funding
- Ensure program funds are expended appropriately
- Establish and implement program policies, procedures and standards
- Evaluate the effectiveness of programs and program delivery
- Perform other related duties as required

REQUIRED QUALIFICATIONS

- An university degree or diploma in business administration, finance, or human resources
- At least 3 years of experiences with First Nation Administration, politics, and culture and/or equivalent government administration experiences.
- Demonstrate a dedication to the position and Community and be able to function effectively when dealing with crisis or stressful situations.
- Demonstrate a high degree of integrity and honesty.

Compensation: To commensurate with qualifications and experience. All interested applicants are asked to submit a cover letter and resume directly to: Aleki Tuivai, Finance Manager e-mail atuivai@spuzzumnation.com or fax: 604-863-2218.