



SPUZZUM FIRST NATION

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

36500 Main Road, Spuzzum, BC V0K 2S1
Office: 604-863-2395 / Fax: 604-863-2218
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 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 receivables, and payroll
- Ensure monthly financial statements and reports are complete
- 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 effectiveness of programs and program delivery
- Liaison between Chief and Council and band members
- Perform other related duties as required i.e. attend monthly band meetings (possibly chair)

REQUIRED QUALIFICATIONS

- 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 able to function effectively when dealing with a crisis or stressful situations.
- Demonstrate a high degree of integrity and honesty

Please send Resume and cover letter to Rachelle Johnson: receptionist@spuzzumnation.com