



PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	#25-158 Finance Manager
Department:	Finance
Status:	Permanent, Full-Time
Salary:	C/TFN Wage Scale Level 10-11 (\$38.79-\$49.83)
Closing Date:	May 8, 2025

This posting is to fill one (1) permanent full-time position. This is a two-week posting and will be closing at 11:59pm on May 8, 2025. Candidates are encouraged not to delay submitting their application. Resumes will be regularly screened until the position is closed.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous Candidates.

Carcross/Tagish Mission Statement

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve to protect our culture, traditions, and languages; to protect and develop our natural resources and

strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

Your Role

Reporting to the Senior Finance Manager, the Finance Manager supervises and supports the Accounts Receivable Administrator, Finance Clerks, and Finance Administrator, ensuring timely and accurate processing of accounts payable (AP), accounts receivable (AR), reconciliations, and financial reporting. The Finance Manager provides hands-on support to the finance team, guiding workflows, resolving issues, and ensuring adherence to internal controls and compliance requirements.

Your Benefits

We are pleased to offer a comprehensive package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25km from Carcross, and contributions to RRSP's, ensuring that you are supported both professionally and personally.

Duties and Responsibilities

- Provide direct oversight to day-to-day support to the Accounts Receivable Administrator, Finance Clerks, and Finance Administrator, ensuring smooth financial operations.
- Lead and manage accounts payable (AP) and accounts receivable (AR) processing, ensuring accuracy and timeliness.
- Oversee bank reconciliations, credit card transactions, and financial reporting, maintaining integrity and compliance with internal controls.
- Monitor Financial operations, ensuring tasks are completed accurately and on schedule.
- Serve as a resource for finance staff, providing guidance, resolving issues, and ensuring workflow efficiency.
- Assist in preparing monthly financial statements and general ledger listings for department directors.
- Identify financial variances, recommend corrective actions, and support forecasting efforts.

- Maintain adherence to financial policies, C/TFN's Constitution, Laws, Acts, and established procedures.
- Coordinate audits and ensure financial records are well-documented for year-end reviews.

Essential Qualifications

Please submit your resume, clearly highlighting how you meet the qualifications outlined in below. Candidates are selected for further consideration will be based solely on the information provided in your resume.

- Bachelor's degree in accounting, Finance, Business Administration, Economics, or related.
- CPA (certified professional accountant) designation is a strong asset.
- 5+ years of experience in financial management, accounting, or a related role.
- Experience using SAGE 300 will be considered an asset

Desired Knowledge, Skills, and Suitability

- Previous experience in accounts payable (AP), Accounts Receivable (AR), bank reconciliations, and financial reporting.
- Experience supervising or managing finance employees.
- Strong background in budgeting, financial controls, and compliance with regulations.
- Familiarity with audit preparation and working with external auditors is an asset.
- Experience using financial systems and accounting software (e.g. Quickbooks, SAP, or similar)
- High attention to accuracy, integrity, and confidentiality in financial processes.
- Ability to interpret financial reports and advise on budget variances and improvements.
- Knowledge of legal accounting principles and financial compliance.
- Excellent problem solving, communication, and organizational skills.
- Ability to work with and manage confidential information.
- Ability to express ideas clearly, concisely, and respectfully.
- Prior experience working with First Nations and/or Indigenous communities and organizations is preferred.

Conditions of Employment

- RCMP criminal record check
- Valid class 5 drivers license and drivers abstract
- Verification of education and certificates (as applicable)
- Mandatory Occupational Health and safety is required with updates/renewals required to be completed as requested. This will include harassment and violence prevention training, WHIMIS, and any other training required as part of legislation, as required by your role, or as requested and required by C/TFN.

Please note- there are no relocation costs associated with this position.

Applications/resumes must be received by 11:59pm on the closing date and can be emailed to erica.couch@ctfn.ca with the competition number and name in the subject line.

Please note that only those selected for further consideration will be contacted.