

**Request for Proposal
Comptroller – Contract Position**

The Williams Lake Indian Band (WLIB) is currently recruiting for a Comptroller. Reporting to the Band Administrator, the Comptroller will have primary responsibility for developing a financial strategy and related metrics that align with the WLIB's overall strategy and objectives, and on-going development and monitoring of the financial management system, preservation and stewardship of the WLIB's assets, and timely reporting of complete and accurate financial information.

This would be a contract position; 20 hours per week unless additional hours required and approved by the Band Administrator (Audit; Strategic Planning; Capital Planning)

RESPONSIBILITIES:

1. To provide oversight review of all financial aspects of the operation of the Band and its Band-Owned Enterprises.
2. Present, directly or through appropriate personnel, standing financial information for the Chief and Council once per month at a duly convened Chief and Council meeting including:
 - Complete financial reports with variance analysis to budget with a breakdown by program;
 - Other financial reports as required to provide Chief and Council with sufficient information to attend to their fiduciary duties.
3. Provide special financial and service delivery information to Chief and Council, the Band Administrator, the Senior Finance Manager and managers of the various Band-Owned Enterprises.
4. Provide information, advice and otherwise assist in the preparation of Chief and Council, the Band Administrator and Senior Finance Manager for deliberations and negotiations concerning the business of the Band and shall act as an advocate as required from time to time.
5. Assist, as required, in the development and maintenance of a communications network and excellent working relationships with persons and institutions involved directly or indirectly in the operations of the Band.
6. Assist in the long term planning of the Band in consultation with Chief and Council and the Band Administrator.
7. Be closely involved with the provision of information to the Community which will allow Chief and Council to fulfill their fiduciary responsibilities to the Community.
8. Work closely with the Band Administrator, Senior Finance Manager and Managers of the Band businesses and Band Owned Enterprises to ensure compliance with Canadian generally accepted accounting principles, the Williams Lake Financial Administration Law, ISO requirements, Band Policies, INAC service

delivery requirements and Business/Corporation Policies. In particular the following are some of the tasks to be covered:

- i. Assist in the completion of the annual budget and 4 year forecasts in accordance with the deadlines set out in the Financial Administration Law,
 - ii. Assist the Band Administrator and Senior Finance Manager with the preparation of the annual financial statements of the Band and all Band-Owned Enterprises and audit file for presentation to the Band's independent auditor in accordance with the deadlines set out in the Financial Administration Law. Assist in the presentation of the financial statements to the Finance and Audit Committee and Chief and Council. Assist, where required, in the provision of information to the independent auditor to ensure the financial statements and auditor's report are provided to the Chief and Council, Band Administrator and Senior Finance Manager.
 - iii. Assist the Band Administrator, Senior Finance Manager and Managers of the Band-Owned Enterprises with implementation of internal control procedures to ensure protection of the Band's assets.
 - iv. Assist the Band Administrator, Senior Finance Manager and Managers of the Band-Owned Enterprises with maximizing of access to grant and other support programs to allow the Band and Band-Owned Enterprises to provide service to the Community in the most effective and efficient way with a view to maximization of the Band's assets.
 - v. Assist the Band Administrator and Senior Finance Manager with implementation of financial policies that will maximize the return to the Band. This could include evaluation of the rates of return on investments offered by selected financial institutions to ensure the maximum return with the greatest security for the Band's investments.
 - vi. Assist the Band Administrator and Senior Finance Manager with the establishment of controls and systems to monitor the returns on the commercial and residential properties that will be coming on-line in the very near future and assistance with the maximization of return to the Band.
 - vii. Assist the Band Administrator and Senior Finance Manager with implementing recommended practices as brought forward by the independent auditor, ISO, INAC, CMHC, and any other agency that is engaged by the Band to provide such reports.
9. Work closely with Band and Band-Owned Enterprises management to ensure that the Band is not unduly exposed to the various risks that may result in loss or decrease in value of the Band and Band-Owned Enterprises' assets.
10. Work closely with the Band and Band-Owned Enterprises management team to develop and maintain control systems to ensure assets are protected and that provision of required services to Community members is not compromised in any way. This will include review of the financial results of the Band and Band-Owned Enterprises to ensure operations are conducted in the most efficient and effective way once again to ensure operations maximize return to the Community.

11. Ensures sufficient and appropriate financing by forecasting cash flows based on operational, capital, facilities and investment requirements, identifying monetary resources, and financing options, and developing action plans.
12. Communicates proactively by reporting on and interpreting financial information for internal stakeholders, including financial statements, forecasts and plans, budget and performance variances, and external trends and developments, and by continually educating internal stakeholders on financial information and management.
13. Provide other required services as directed from time to time by the Band Administrator.

Skills & Qualifications:

1. Post-secondary education; professional accounting designation (CPA-CA, CPA-CMA or CPA-CGA) with a minimum of 7 years' experience.
2. Minimum 5 years' experience with First Nation Bands and First Nations Businesses.
3. Experience Sage 300 ARP.
4. Experience with Financial Administration Law thru First Nation Financial Management Board, First Nation Land Management and First Nation Property Taxation.
5. A positive contributor who is able to work effectively in a team oriented environment with the desire to be a part of a fast-moving, dynamic leadership team.
6. Strong leadership and interpersonal skills, relates to a variety of styles and can build trust at all levels of the organization.
7. An individual of the highest personal and professional integrity as demonstrated through strong personal values as well as consistent words and actions.
8. Results oriented, self-motivated, disciplined, proactive and gets things done. Can balance the strategic with a hands-on approach with the ability to prioritize and deliver key initiatives.

Please provide contract expectations, along with cover letter, resume and 3 professional references by January 31, 2017 to:

Marg Shelley
Band Administrator
Williams Lake Indian Band
2672 Indian Drive
Williams Lake, BC
V2G 5K9
Email: marg.shelley@williamslakeband.ca