



Financial Controller

Job Summary

We are looking for an experienced Financial Controller, to undertake all aspects of financial management, including accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. Finance Controller responsibilities will also include financial risk management and monthly reporting to TL'etinqox Chief and Council.

Responsibilities and Duties

- Report directly to the Executive Director
- Work alongside the Human Resources Managers to accomplish the goals of the organization
- Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition
- Coordinate and direct the preparation of the budget and financial forecasts and report variances
- Prepare and publish timely monthly financial statements
- Coordinate the preparation of regulatory reporting
- Research technical accounting issues for compliance
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with local, state, and federal government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Additional controller duties as necessary

Qualifications and Skills

- Proven working experience as a Financial Controller
- Ability to work in a team setting
- 5+ years of overall combined accounting and finance experience
- Advanced degree in Accounting
- [CPA](#) or CMA preferred
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Excellent accounting software user and administration skills
- Knowledge of First Nations reporting requirements a must
- Knowledge of ISC's 10-year grant policy, procedure, and reporting requirements.