



HAILIKA'AS HEILTSUK HEALTH CENTRE SOCIETY



Director of Finance

Department: Administration and Finance
Reports To: Health Director
Type: Full-time Permanent
Wage: \$110,000 - \$130,000

JOIN THE HAILIKA'AS HEILTSUK HEALTH

At Hailika'as Heiltsuk Health Centre Society (HHHCS), we provide culturally safe, inclusive care guided by Heiltsuk values, supporting community health, healing, and wellness. We are seeking compassionate, collaborative individuals committed to making a meaningful impact. HHHCS is located in Bella Bella, BC, on the Central Coast and home of the Heiltsuk First Nation. The community has approximately 1,450 residents and is accessible by regional air and BC Ferries. It offers essential services, recreation, and access to the surrounding coastal environment. This is a truly unique opportunity to immerse yourself in a traditional First Nations community while experiencing the pristine beauty of BC's Central Coast.

PURPOSE

The Director of Finance provides strategic and operational leadership in overseeing HHHCS's financial management, accounting, and funding agreements. The role ensures financial stability, accountability, and effective resource management to support the Health Centre's operations and community wellness. Guided by the *hígḥakwá* framework, the Director promotes financial sustainability, continuous improvement, and responsible stewardship of resources to support community healing.

KEY DUTIES AND RESPONSIBILITIES

Strategic Financial Leadership & Governance

- Prepare and present financial statements, budgets, cash flow reports, and financial updates to the Health Director, Board of Directors, and at Annual General Meetings.
- Provide strategic financial advice on organizational sustainability, resource allocation, risk management, and long-term financial planning.
- Ensure compliance with the BC Societies Act, Generally Accepted Accounting Principles (GAAP), and applicable legislation.
- Coordinate annual financial audits, liaise with external auditors, and implement recommendations.

Funder Management & Financial Reporting

- Oversee fund accounting, financial reporting, and submissions to the First Nations Health Authority (FNHA), Indigenous Services Canada (ISC), and other funding agencies.
- Maintain accurate financial records and ensure compliance with funding agreements, reporting requirements, and deadlines.

Budget Management & Financial Controls

- Develop and maintain organizational budgets, financial policies, procedures, and spending controls.



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- Support and guide program managers in budget planning, financial monitoring, and spending accountability.
- Establish and monitor internal financial controls to safeguard organizational assets, prevent fraud, and ensure financial integrity.

Financial Operations & Payroll Oversight

- Lead, supervise, and mentor Finance department staff, including performance management, cross-training, and succession planning.
- Oversee daily accounting operations, including accounts payable, reconciliations, banking, and general ledger management.
- Oversee payroll administration, ensuring accuracy and compliance with employment standards, statutory deductions, and benefits requirements.
- Build internal Finance department capacity and support long-term succession planning for community members.

Privacy, Security & Ethical Accountability

- Ensure the confidentiality and secure management of employee, payroll, banking, and financial information.
- Maintain appropriate security measures for sensitive financial records and documentation.
- Uphold HHHCS policies, ethical decision-making principles, and fiduciary responsibilities.
- Perform other duties as assigned by the Health Director and/or Board of Directors

QUALIFICATIONS

- Active Chartered Professional Accountant (CPA) designation in good standing with CPABC or equivalent provincial body is required.
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field is required.
- 3 to 5 years of progressive, high-level financial management experience is required, preferably within a First Nations health organization, non-profit society, or public health setting.
- High computer literacy, including advanced knowledge of Microsoft Excel and accounting software (e.g., Quickbooks, or equivalent accounting systems).
- Deep respect for Heiltsuk culture, traditions, and practices.
- Satisfactory Criminal Record Check.

BENEFIT PACKAGE

- **Extended Health Benefits** – Dental, vision, life, and LTD coverage.
- **Pension Plan** – Competitive employer-matched plan.
- **Paid Time Off** – Competitive vacation and other leaves plus an additional two-week winter closure.

As the Health Center is located on Heiltsuk lands, eligible Status employees may qualify for tax-exempt employment income.

HOW TO APPLY

Applications must be sent by email to jobs@heiltsukhealth.com