



Join Our Team!

LAKE BABINE NATION

POSTED: JULY 5 2024; UNTIL POSTION FILLED

FINANCIAL ANALYST

Wage Scale \$26.47-29.26

*Reporting to the Chief Finance Officer, the **Financial Analyst** responsible for performing a high-quality analysis of financial data including financial statements, budgetary reporting and financial analysis of programs in accordance with the financial policy, procedures, standards and guidelines approved by the Chief & Council of Lake Babine Nation.*

*The **Financial Analyst** responsible for supporting all financial processes, including financial reporting, accounts payable, accounts receivable, and payroll. The Financial Analyst drafts internal policies and documents to support Lake Babine Nation's Finance Policy. The Financial Analyst maintains statistics, generates a variety of reports, provides support and guidance to the Finance Team. The Financial Analyst maintains a high level of professionalism and confidentiality in all aspects of performance and communication and maintains best practices.*

RESPONSIBILITIES

- Acute attention to detail with highly developed organizational and presentation skills
- Excellent communication skills, with the ability to work with a variety of personalities and communication styles
- Demonstrated working knowledge of provincial and federal financial standards and laws
- Efficient work skills with the ability to meet time-sensitive deadlines with attention to detail and high-quality standards
- Ability to work independently and collaboratively under minimal supervision
- Intermediate to advanced skills in Xyntax, Microsoft Office and other IT platforms for word processing, databases, reports, and spreadsheets
- Handles confidential and sensitive information with discretion

QUALIFICATIONS

- Minimum of a Diploma in Business Administration, preferred accounting specialization
- Minimum of two years of experience related to Finance
- Minimum of three years of experience in an administrative setting
- Experience in an Indigenous organization is an asset but not required

APPLY NOW!

Beatrice MacDonald, *Human Resources Manager*

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Successful candidates of short-listing will be contacted