Job Opportunity:
Finance Coordinator

Position Summary:

The Finance Coordinator oversees and coordinates the day-to-day operations of the Finance Department and provides direct operational support to the Finance Officer.

Reporting to the Finance Officer, the Finance Coordinator oversees payroll, accounts payable, accounts receivable, bank reconciliations, month-end processes, financial record keeping, Income Assistance program administration, and Registered Pension Plan administration. The position helps ensure transactions and program administration are accurate, timely, properly documented, and carried out in accordance with Yekooche First Nation policies, funding requirements, applicable legislation, and established internal controls.

The Finance Coordinator serves as the primary operational support to the Finance Officer and may act on delegated operational matters during the Finance Officer's absence. The Finance Officer remains the senior finance position and retains overall responsibility for financial leadership, financial reporting, compliance, and delegated financial authority.

Duties and Responsibilities:

Day-to-Day Financial Operations

- Supervise and coordinate the daily workflow and operational functions of the Finance Department.
- Oversee accounts payable, including invoice review, coding support, approval verification, payment processing, vendor records, and filing.
- Oversee accounts receivable, including invoicing, receipt processing, account monitoring, collections follow-up, and maintenance of supporting records.
- Oversee payroll administration, including timesheet review, payroll preparation, benefit and deduction processing, remittances, and payroll record maintenance.
- Ensure routine financial transactions are accurate, properly authorized, supported by documentation, and entered within established timelines.
- Maintain organized, confidential, and audit-ready electronic and physical records.
- Identify workflow issues, discrepancies, control concerns, or missed deadlines and bring them to the Finance Officer with recommended corrective action.

Month-End, Reconciliations and Accounting Support

- Coordinate and complete month-end procedures according to established deadlines and checklists.
- Prepare monthly bank and credit card reconciliations and investigate outstanding, stale-dated, or unusual items.
- Prepare general ledger and balance sheet account reconciliations, working papers, and supporting schedules.
- Review transaction postings for accuracy, completeness, appropriate coding, authorization, and supporting documentation.
- Prepare and post routine journal entries within assigned authority and provide complex or adjusting entries to the Finance Officer for review.
- Follow up with departments to resolve missing information, coding issues, outstanding advances, receivables, and other reconciling items.
- Assist with year-end closing, audit preparation, and continuity between monthly records and annual financial reporting.

Income Assistance Program Oversight and Administration

- Oversee the day-to-day administration of the Income Assistance program by the Finance Department.
- Supervise the receipt, review, processing, documentation, and payment of Income Assistance applications and benefits in accordance with applicable program terms, policies, rates, and delegated approvals.
- Ensure applicant and recipient files are complete, confidential, current, and supported by required eligibility and payment documentation.
- Monitor program expenditures, recoveries, advances, and funding balances, and report identified variances or compliance concerns to the Finance Officer.
- Coordinate required program reporting, reconciliations, file reviews, and responses to funder or audit information requests.
- Provide day-to-day guidance to staff administering the program and ensure consistent application of approved processes.
- Escalate eligibility exceptions, disputes, suspected overpayments, control concerns, or matters requiring interpretation or senior approval to the Finance Officer or appropriate authority.

Registered Pension Plan Administration

- Administer the Yekooche First Nation Registered Pension Plan (RPP) in coordination with the Finance Officer, payroll provider, plan administrator, actuary, investment or pension service providers, and other professional advisors.
- Coordinate employee enrolments, terminations, beneficiary and status changes, contribution records, pension adjustments, and remittances.
- Reconcile employee and employer pension contributions to payroll, the general ledger, provider statements, and plan records.

- Maintain complete and confidential RPP records, correspondence, approvals, filings, and supporting documentation.
- Coordinate annual RPP reporting and filing requirements, including preparation and submission of the annual OSFI filing within the required deadline.
- Coordinate information required for actuarial valuations, plan audits, annual statements, regulatory correspondence, and other plan administration requirements.
- Advise the Finance Officer promptly of contribution discrepancies, late remittances, filing risks, member record issues, or other compliance concerns.

Financial Reporting and Funding Support

- Assist the Finance Officer with monthly, quarterly, and annual financial reporting.
- Prepare schedules, reports, account analyses, and supporting information for review by the Finance Officer.
- Support departmental budget monitoring and variance follow-up.
- Maintain records for grants, contribution agreements, program funding, Income Assistance, and pension administration.
- Assist departments with financial documentation required for funder reporting and ensure supporting records are complete.
- Monitor assigned reporting, remittance, and filing deadlines and advise the Finance Officer of upcoming requirements or risks.

Internal Controls, Audit and Compliance

- Apply Yekooche First Nation financial policies, procedures, internal controls, and approval requirements in daily operations.
- Maintain appropriate segregation of duties within assigned workflows and promptly report control gaps or exceptions to the Finance Officer.
- Support accurate and timely statutory and regulatory remittances and filings, including payroll-related remittances, GST, WorkSafeBC, RPP, and OSFI requirements, as assigned.
- Protect confidential financial, payroll, pension, employee, vendor, member, and Income Assistance information.
- Coordinate supporting schedules and documentation for the annual audit, program reviews, pension requirements, and funder compliance reviews.
- Support implementation of approved audit recommendations, corrective action plans, and process improvements.

Leadership and Department Coordination

- Assign and coordinate daily work priorities for Finance Department and assigned program administration staff.
- Provide training, guidance, coaching, and quality review to support consistent, accurate, and respectful service delivery.
- Maintain practical process checklists, schedules, desk procedures, and continuity plans for recurring finance and program administration activities.

- Monitor workload, service standards, deadlines, and coverage needs and advise the Finance Officer of resource or capacity issues.
- Promote accountability, accuracy, confidentiality, teamwork, respectful service, and continuous improvement within the department.
- Provide operational coverage and continuity during staff absences, as assigned by the Finance Officer.

Relationship Management

- Maintain respectful and collaborative working relationships with leadership, employees, members, Income Assistance clients, funders, auditors, financial institutions, pension providers, regulators, vendors, and external service providers.
- Provide clear and professional financial and program administration support while maintaining appropriate confidentiality and role boundaries.
- Work collaboratively with managers and staff to resolve routine finance questions and obtain required documentation.

Other Duties

- Perform other related duties as assigned by the Finance Officer.

Qualifications:

Education and Experience:

- Post-secondary diploma or degree in accounting, finance, business administration, or a related field.
- Minimum of 3 to 5 years of progressively responsible accounting, bookkeeping, payroll, or financial administration experience.
- Practical experience with payroll, accounts payable, accounts receivable, bank reconciliations, general ledger reconciliations, and month-end processes.
- Experience supervising staff, coordinating workflows, and reviewing work for completeness and accuracy.
- Experience administering or supporting Income Assistance, social development funding, or another regulated or contribution-funded program is preferred.
- Experience with registered pension plan administration, pension contribution reconciliation, regulatory reporting, or annual filings is considered an asset.
- Experience with Sage Intacct, ADP, or comparable accounting and payroll systems is preferred.
- Experience in a First Nation, Indigenous organization, public-sector, or not-for-profit environment is considered an asset.
- An equivalent combination of education, training, and experience will be considered.

Knowledge, Skills and Abilities:

- Sound knowledge of accounting principles, bookkeeping practices, payroll administration, and financial controls.

- Demonstrated ability to complete bank reconciliations and month-end procedures accurately and on time.
- Ability to interpret and consistently apply program rules, policies, funding terms, and administrative procedures.
- Understanding of confidentiality, records management, and respectful service requirements when administering Income Assistance and employee pension information.
- High level of accuracy, attention to detail, discretion, and follow-through.
- Strong organizational, supervisory, analytical, and problem-solving skills.
- Ability to coordinate multiple deadlines, recurring finance cycles, program payments, remittances, and annual filings.
- Proficiency with accounting software and Microsoft Office, particularly Excel.
- Ability to explain financial and administrative processes clearly and respectfully.
- Ability to work independently, collaboratively, and under deadline pressure.

Conditions of Employment:

- Clear Police Information Check with Vulnerable Sector Screening.
- Valid BC Driver's Licence with an acceptable driver's abstract.
- Ability to travel to meetings, events, and the community, as needed.

Benefits:

- A comprehensive group benefits plan, including extended health and dental will be available at the beginning of employment.
- Optional RRSP or RPP at the start of employment, with employer matching up to 5%.
- Vacation, statutory holidays and leave are provided in accordance with Yekooche First Nation policies and applicable legislation.

Employment Details & How to Apply:

Send your resume and cover letter to: hr@yekooche.com
Deadline to Apply: November 24, 2026
Employment Type: Full-Time, Permanent, Salaried
Salary: $70,000.00 - $80,000.00 Annually
Work Location: Yekooche First Nation (YFN) - Prince George, BC
Schedule: Standard schedule is 70 hours per bi-weekly pay period. Regular hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., with a 40-minute unpaid lunch break. Payday Friday is a half day (8:30 a.m. to 12:30 p.m.) and is included within the 70-hour bi-weekly schedule.