



We exist to uphold our laws, values and cultural teachings while caring for our people and our homeland. Through responsible self-government, stewardship of our lands, waters, and wildlife, and the strengthening of our language, culture and economy, we work to ensure the wellness, self-sufficiency and prosperity of present and future generations.

POSITION PROFILE

Finance Director	
Dept: Finance	Reports To: Executive Director
Staff: Finance Manager, Payroll & Contracts Manager, Accounts Receivable Clerk, Accounts Payable Clerk, Finance Administration Clerk, and Procurement Coordinator.	Revision Date: February 2026
PURPOSE	
<p>The Finance Director is responsible for the financial operations of the Vuntut Gwitchin First Nation (VGFN), accounting and including the accounting systems, budgeting, leading and supporting the annual audit process, payroll, procurement, and financial and statutory reporting. This role ensures compliance with VGFN laws and policies, Chief and Council directives and applicable legislation. The Director leads the development and implementation of risk mitigation strategies related to financial management. As the organization’s senior financial authority, provides strategic financial advice and direction to the Executive Director, Associate Executive Director, VGFN leadership and Departments.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. <i>Financial Management</i> – Oversight of all accounting operations, budgeting processes, financial systems, financial reporting, forecasting, financial planning, payroll, benefits administration, procurement and internal controls. Prepares monthly variance reports identifying shortages/surpluses, and revenues/expenses. 2. <i>Planning</i> - Directs planning processes with Council to develop a long-term vision and strategic plan, incorporating feedback from staff and Citizens. Implements the five-year strategic plan and Council directives by aligning strategy with operations and ensures policy frameworks and structures exist to support oversight, regulation, accountability, and inclusiveness. 3. <i>Procurement</i> – Coordinates VGFN’s operational inventory. Purchases, receives and adds to inventory records all materials required for primarily Government Services operations. Ensures warehouse is stocked with adequate inventory to support operations and the community. 4. <i>People Management</i> - Manages direct reports and operations by establishing work plans, evaluating activities and progress, addressing concerns, and communicating direction and expectations. Promotes capacity development through coaching, performance evaluation, encouraging individual development, and manages personnel issues and problem solving. 5. <i>Governance</i> - Provides leadership, implements and champions government-wide human resources, financial and administrative frameworks, policy, and strategy (as guided by the HR Manager and Executive Director/Associate Executive Director). Prioritizes a safe and healthy work environment in accordance with legislation. Fosters a culture of ongoing receptivity to continual change to improve the operation and effectiveness of the government of the First Nation. 6. <i>External Relations</i> - Represents VGFN's interests and positions in negotiations and at official functions and in joint initiatives. Maintains strategic relationships and participates with a wide variety of stakeholders including other First Nations organizations, boards, councils, and 	

<p>committees, working groups, community partners and officials of the federal and territorial governments.</p> <p>7. <i>Management Committee</i> - Leads Management Committee meetings to issue management directives concerning the management of capital interests, the organization and management of VGFN, and the disposition or lending of public property.</p> <p>8. <i>Emergency Management</i> - Responds to crisis situations of employees and Citizens and consults with appropriate parties to identify and achieve solutions.</p>	
<p>ACCOUNTABILITY & IMPACT</p>	
<ul style="list-style-type: none"> • VGFN employees are engaged, supported and productive. • Human resources and financial solutions continually adapt to support strategic and operational business goals. • Political, behavioural, and systemic barriers are overcome to enable change and growth. • A trusting and productive relationship exists with employees, management, Chief and Council, and external contacts. • VGFN operations comply with the <i>Governance Act</i>, Constitution, Final Implementation Plan, Self-Government Agreement and various administrative policies. • VGFN Citizens are kept informed of government plans and initiatives. • Accountable and transparent management of VGFN budget. • Government files and registries are kept secure and confidential. • Council and management receive accurate information to make informed decisions. • Proper administration of the VGFN is critical to the well-being and future of Citizens. • The VGFN Standards of Conduct are modelled and promoted. 	
<p>FINANCIAL CONTROL</p>	
Annual budget under direct control of this position:	<ul style="list-style-type: none"> • Full control of VGFN budget
Other responsibilities & influences:	<ul style="list-style-type: none"> • Authority to co-sign contracts, cheques, and other documents > \$50k • Sole authority to sign contracts and purchase orders < = \$50k.
<p>WORKING CONDITIONS</p>	
Environment:	Work is in a normal office environment where there are few undesirable conditions. The Finance Director may deal with critical incidents that require problem solving and conflict management. Many situations are confidential and require sensitivity, cultural competence, and compassion.
Physical:	Normal
Hazards/equipment:	None
Travel:	<ul style="list-style-type: none"> • Regular presence in Old Crow and occasional travel to Whitehorse and out of Yukon. • Working outside of regular working hours. • Mandatory attendance at General Assemblies.
<p><i>This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.</i></p>	

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • Chartered Professional Accountant (CPA) designation in good standing. • Moderate (8+ years) of progressive financial management experience with demonstrated success managing accounting and payroll systems. • Moderate (5-7 years) experience motivating and managing human resources, policy, and governance, to translate political direction into operational strategy and business plans. • Strong knowledge of federal and territorial funding programs and reporting requirements. • Leadership experience in the public sector and/or an Indigenous organization possessing a final/self-governing agreement is an asset. • Strong interpersonal, communication and presentation skills.
Behavioral Competencies	<ul style="list-style-type: none"> • Strategic thinking and planning • Political acumen • Leading change and Influence • Developing others • Achieving results • Decision making • Communication • Respect and Integrity
Conditions of Employment	<ul style="list-style-type: none"> • Credit Check • RCMP Criminal Record Check