



PATHWAYS
EXECUTIVE SEARCH



DIRECTOR OF FINANCE



CH'ÍYÁQTEL
TZEACHTEN FIRST NATION

About Ch'iyáqtel

Ch'iyáqtel (formerly known as Tzeachten First Nation) is a proud affiliate of the Stó:lō Nation (People of the River) and member of the Ts'elxwéyeqw Tribe. The name Ch'iyáqtel means “Place of the Fish Weir”, honouring the ingenuity of their ancestors, who built fish weirs to provide for the community. Today, fishing and land stewardship remain central to Ch'iyáqtel life and culture.

The Nation is home to 752 members. Their language, Halq'eméylem, is the Upriver dialect spoken by 24 Stó:lō First Nations along the Fraser River, from Matsqui to Yale. Rich in culture, natural beauty, and resources, Ch'iyáqtel ancestors travelled the territory to hunt, fish, and gather berries. Guided by their teachings, Ch'iyáqtel leadership continues to prioritize decisions that support the well-being of both current and future generations.

Ch'iyáqtel holds 362.6 hectares of reserve lands located within the municipal boundaries of the City of Chilliwack. These lands are surrounded by residential and commercial developments. In response to the needs of their members and the local community, Ch'iyáqtel has supported the development of a mix of commercial businesses and light industry on reserve.

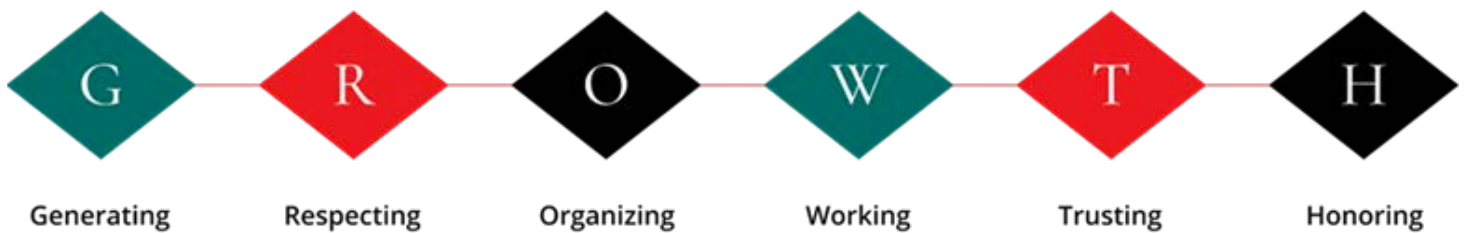
With limited land available and ongoing development pressures, expanding the land base for future community growth remains a key priority. In 2016, Ch'iyáqtel partnered with Skowkale First Nation and Yakwekwioose First Nation to acquire an additional 28.8 hectares of land. This land is managed cooperatively and with a shared vision of creating a vibrant, welcoming residential neighbourhood that includes commercial, retail, and community amenities. It is currently under a long-term lease designated for residential use.

About Ch'iyáqtel continued

Vision

Ch'iyáqtel remains the keeper of our traditional territories—a sacred responsibility passed down by our ancestors and upheld through sound cultural, environmental, and socio-economic stewardship.

Mission



Generating wealth and prosperity for our community through the creation of cultural, environmental, and socio-economic opportunities.

Respecting the needs of our members and staff by proactively promoting a healthy, safe community and workplace.

Organizing ourselves for success through effective administration, management, and governance.

Working together in the spirit of collaboration and partnerships.

Trusting that our team has the inherent ability to succeed at our ambitious goals.

Honouring our past as we position ourselves for a future that pays respect to who we are as a people.

About Ch'íyáqtel continued

Core Values

We are grounded in culture—never losing track of who we are, where we come from, and where we are going as Ch'íyáqtel people. We believe that respect is the foundation of all that we do. We value transparent and accountable communication, which builds trust and keeps our members and staff informed and engaged. We practice a strong work ethic, modelling attitudes and behaviours that inspire those around us. We recognize that a safe, active, inclusive community supports the health and well-being of individuals and families.

Our Focus Areas

- **Finance & Administration:** Empowering our organization to achieve sustainability to better serve the community.
- **Economic Development:** Building a sustainable economy that enables self-governance, empowers our people, and secures community prosperity.
- **Land & Environment:** Stewarding and safeguarding our land and environment—honouring our responsibilities to future generations.
- **Housing & Infrastructure:** Planning, delivering, and maintaining the housing and infrastructure needed to support the community.
- **Health & Wellness:** Empowering our members to define and implement their health and wellness needs.
- **Culture & Community:** Delivering high-quality programs and events that promote our language, traditions, and ceremonies.

To learn more about Ch'íyáqtel, please click [here](#).



The Role: Director of Finance

Reporting directly to the Chief Administrative Officer (CAO), the **Director of Finance** provides strategic leadership and oversight of all financial management, reporting, and planning functions for Ch'iyáqtel. This role ensures the Nation's financial integrity through sound fiscal management, policy development, compliance, and transparent reporting.

The Director leads the Finance Department—responsible for accounts payable and receivable, payroll, banking, and financial reconciliation, while working collaboratively with the CAO, Chief & Council and the Finance Committee to support informed decision-making and long-term financial sustainability.

This position upholds Ch'iyáqtel's commitment to accountability, efficiency, and community well-being while ensuring all financial operations adhere to Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) standards. Performs all duties and responsibilities in accordance with Ch'iyáqtel Financial Administration Law (FAL), policies, standards, and procedures.

The Director of Finance should approach their work with cultural sensitivity and a respectful understanding of Indigenous cultures, traditions, languages, and protocols. Knowledge of Stó:lō culture would be a meaningful asset.

Key Responsibilities

Financial Operations and Management

- Provide leadership and direction across all financial functions, including accounting, budgeting, audit, taxation, planning, and reporting.
- Oversee annual audit preparation and coordination; respond to auditor inquiries, implement recommendations, and strengthen internal controls.
- Lead the annual financial planning and budgeting process, ensuring alignment with Chiyáqtel's long-term strategic goals.
- Develop and recommend annual operating plans and financial budgets to the CAO, Finance Committee, and Chief & Council.
- Monitor and analyze financial performance, providing variance analysis, forecasts, and recommendations for corrective action.
- Manage treasury functions, including cash flow forecasting, investment, debt management, and funding strategies.
- Develop and maintain financial models to support strategic investment, capital projects, and cost-saving initiatives.
- Provide financial guidance on capital projects and shared land initiatives in partnership with the Lands Department and other neighbouring communities.
- Develop, implement, and monitor compliance with Chiyáqtel's FAL, financial policies and procedures in collaboration with the CAO.
- Ensure compliance with all funding agreements and timely submission of financial reports to Indigenous Services Canada and other funding agencies.
- Oversee payroll and benefits administration, ensuring adherence to legislation and policies.
- Evaluate and enhance financial reporting systems and internal processes to improve efficiency and accountability.
- Provide regular financial updates, analysis, and advice to the CAO, Finance Committee, and Chief & Council.
- Present financial summaries and updates at community meetings to promote transparency and engagement.
- Identify and report financial risks, emerging trends, and opportunities to the CAO.
- Hold secondary signing authority in the absence of the CAO.

Key Responsibilities **continued**

Departmental Leadership

- Provide clear direction, mentorship, and support to the Finance team, fostering a culture of professionalism, respect, and continuous improvement.
- Provide leadership and oversight to ensure Managers are equipped to manage their respective budgets effectively and that all staff adhere to organizational policies, procedures, and internal controls.
- Support employee development through training, performance planning, and constructive feedback.
- Lead recruitment, onboarding, and performance management for all Finance staff.

Management Team Responsibilities

- Serve as a key member of the Executive Team, contributing to strategic planning and organizational decision-making.
- Collaborate with the CAO and peers to promote cross-departmental communication and coordination.
- Provide accurate and timely reports to the CAO, Finance Committee, and Chief & Council regarding financial performance and emerging issues.
- Serve as Acting CAO when required.



The Candidate

Qualifications, Knowledge, Skills, and Abilities

- Chartered Professional Accountant (CPA) designation or CAFM designation required.
- 7-10 years of progressive financial management experience, preferably within a First Nation, government, or public-sector organization.
- Extensive experience in financial planning, accounting systems, audits, budgeting, internal controls, and asset management.
- Proven experience managing large, complex budgets and multi-source funding agreements.
- Expert knowledge of GAAP, PSAB, and FAL requirements.
- Strong business acumen and strategic financial planning abilities.
- Demonstrated skill in developing and implementing financial policies, procedures, and controls.
- Strong leadership, mentoring, and team-building capabilities with the ability to foster collaboration and accountability.
- Excellent written and verbal communication skills, including the ability to prepare clear, accurate, and accessible financial reports.
- Advanced proficiency in accounting software (Xyntax considered an asset) and Microsoft Office, particularly Excel.
- High level of integrity, discretion, and professionalism, with the ability to handle confidential information appropriately.
- Strong interpersonal skills and the ability to build positive working relationships with staff, leadership, community members, and external partners.
- Satisfactory Police Information Check and Credit Check required.
- Education Verification required.
- Valid Class 5 Driver's License and acceptable Driver's Abstract.

Working Conditions

Work is performed in an office environment. Occasional travel out of town to attend meetings or training is required. Occasional evening and/or weekend work may be required to meet organizational or community needs.



Location and Territory

Chíyáqtel is a strong, thriving, and engaged member of the Stó:lō Nation (People of the River) and proudly part of the Ts'elxwéyeqw Tribe. The Ts'elxwéyeqw are the First Peoples of the Chilliwack River Watershed, located in what is now known as the Central Fraser Valley in southwestern British Columbia. The tribal name 'Ts'elxwéyeqw' is commonly recognized in English as Chilliwack.

The Chíyáqtel reserve lies within this territory and is part of the Ts'elxwéyeqw land base, which spans approximately 95,000 hectares across the Chilliwack River Valley. In addition, Chíyáqtel shares 64.8 hectares of grass reserve land with eight of Chilliwack's surrounding First Nation groups.

The Application Process

Chiyáqtel is an inclusive and equitable organization and encourages applications from qualified candidates, including persons with disabilities and members of visible minorities. The position offers a competitive compensation package for eligible candidates, with a salary range starting at **\$135,000 - \$175,000**, with benefits and pension.

The position is open to all qualified applicants, although preference will be given to candidates of Indigenous ancestry.

To apply, please submit a cover letter and resume in PDF format directly to Pathways Executive Search outlining your interest, qualifications, and experience.

Email: **Applications@PathwaysExecutiveSearch.com**, please include **Chiyáqtel-Director of Finance** in the subject line.

For more details or to further explore this important leadership opportunity, please contact:

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Pathways Executive Search is an international executive recruitment firm, known for its ability to attract and recruit talent in culturally grounded ways. Guided by Indigenous values and principles of Indigenous inclusion, Pathways walks with those looking to broaden candidate pools, find qualified and experienced candidates, and live out their values and commitment to creating workplace cultures where people can thrive.