



**Employment Opportunity – Full Time,
JP-2019-035 SIGD Administrator**

The Position

Under the general direction of the IGS Manager, the SIGD Administrator will be responsible for the financial functions of the Sechelt Indian Government District (“SIGD”), including drafting required laws, managing the property tax process, and working with related government authorities outside the SIB.

This position works closely with the Division Manager, CAO and Chief and Council to support the development of the financial objectives of the SIGD. You will operate within the requirements of relevant legislation; operate within, and contribute to, Nation policies and goals; maintain and keep current a practical working knowledge of relevant legislation and rules.

The Candidate:

- Prepare laws for budget, tax rate, frontage taxes, and other similar laws, including related work for passage and administering laws;
- Review SIGD laws and recommend updating as necessary to keep current and to meet the District Council objectives; obtain legal advice as required for revisions;
- Research and recommend new SIGD laws as necessary to meet the District Council objectives; obtain legal advice as required;
- Supervise the SIGD Coordinator and any other staff as assigned;
- Represent the interests of the SIGD by attending meetings such as Sewer Commission, local government meetings, UBCM and AVICC (Association of Vancouver Island and Coastal Communities) meetings as necessary;

Qualifications, Skills and Abilities:

- Post-secondary education with a minimum of 3 years of experience in accounting or auditing areas within a diverse working environment;
- Professional Accounting Designation of CPA or above or significant progress towards a designation;
- 5-years related experience in a First Nations or small municipal/local government environment, preferably with exposure to development of property tax bylaws and municipal corporate officer functions; knowledge of regional district functions and requisitions; and/or experience working with government legislation, including researching and interpreting/applying various Acts;
- Proven supervisory and team leadership skills;
- Must have a demonstrable ability to lead and motivate staff; to plan and organize work activities;
- Demonstrated ability to work independently and expeditiously under tight timeframes, deadlines and competing priorities.

A full job description is available upon request. If you are interested in the position, please send your resume and cover letter to the Human Resources Department at npersaud@secheltnation.net.

Preference will be given to qualified shishálh members, community members, and other First Nation’s members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.