



## **BUSINESS AND CONTRACTS COORDINATOR**

### **SOCIAL/TKL SECTORS**

#### **PERMANENT POSITION - FULL TIME**

*The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.*

#### **POSITION SUMMARY:**

The main objective of the Business and Contracts Coordinator role is to implement, manage and maintain the Social and TKL Sectors contracts and services in accordance with the KNC policies and procedures including:

- Develop RFP/RFQ in collaboration with the Director and/or Manager and subsequently coordinate and oversee the processes and administration with the assigned Managers
- Manage Contracts, Contribution Agreements and Memoranda/Letters of Understanding in financial context
- Manage Social and TKL Sector contracts within the contracts management system
- Work directly with the Managers at a policy and process level for information sharing and problem solving and to support the achievement of contractual obligations
- Facilitate a monitoring process with Managers to ensure contract obligations are meeting reporting and progress milestones

Additionally, the Business and Contract Coordinator will provide supports to various functions within the Finance department, including but not limited to: Contract management, Payroll, and AP/AR. These assignments may be short or long term depending on the requirements of the Finance team and the direction of the Director.

#### **DUTIES AND RESPONSIBILITIES:**

- Oversees the management of Contracts within a finance context for the Social Investment and Traditional Knowledge and Language Sectors
- Develops monitoring and reporting process to ensure contractual commitments are effectively being managed and fulfilled
- Ensures that all KNC financial policy, procedures, practices and standards are implemented across programming areas and monitored for compliance
- Works with government and funding partners to support the implementation of contracts and agreements
- Provides support to various functions within the Finance department
- Develops financial briefings for Director, CAO and Leadership
- Supports staff to ensure financial processes are clearly understood and effectively meeting programming needs
- Develops annual budgets and cyclical reports

## QUALIFICATIONS:

### Academic Preparation

Diploma in business or financial management preferred. Relevant experience and education will be considered

### Required Skills, Knowledge and Experience

- 5 years financial management and budget experience
- Excellent written and verbal communication skills that can be adapted to a wide variety of audiences
- Ability to produce a variety of documents that are succinct in a timely fashion
- Prioritize and manage a number of competing initiatives and timelines
- Monitor and track various tasks, decision points and projects to support smooth operations, negotiations, and the implementation of agreements/initiatives/special projects
- Able to resolve conflicts and work out collaborative solutions
- Detail oriented, while also thinking and acting strategically
- Solid word processing and Excel spreadsheet skills/applications
- Excellent listening and keen observation skills

**The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Successful candidates must be fully vaccinated against infection by COVID-19.**

**Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.**

*Come with your willingness to learn!*

Please submit your cover letter and resume  
Telling us what attracts you to the position and how your experiences relate.

**Human Resources  
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Fax: (250) 489-2438**

**CLOSING DATE: Open until Filled**

*We thank those who apply; however, only those selected for an interview will be contacted.*