

Mailing Address

205 Beaver Road Suite #2
Smithers, BC V0J 2N1

**Location Address**

Beaver Road
Witset, BC V0J 2N1

PHONE: 250-847-2244

KYAH WIGET EDUCATION SOCIETY

Job Opportunity

Term: August 26, 2025-June 24, 2026

Position: Finance Manager

Wage: \$65,000.00 - \$70,000, per annum dependent on education, years of experience and qualifications.

Kyah Wiget Education Society invites applications for the position located in Witset BC.

Preferred Qualifications:

- Certification, diploma, Degree, or higher in related field
- Possess or willing to complete training, or other relevant certification
- Identify financial requirements and participate in the budgeting process.
- Overseeing management of the budget including financial controls, reports, and records.
- Ensure program funds are expended appropriately.
- Monitor departmental purchasing and any other departmental funding requirements.
- Identify financial requirements and participate in the budgeting process.
- In conjunction with Finance, oversee management of the budget including financial controls, reports, and records.
- Ensure program funds are expended appropriately.
- Monitor departmental purchasing and any other departmental funding requirements.
- Provide direction and supervision to assigned team members.
- Demonstrate commitment to ongoing professional growth
- Proven interpersonal skills and willingness to work in a collaborative manner with students, staff, parents, and community.
- Highly motivated and able to work in a positive and consistent manner
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Experience, and understanding of Witsuwit'en culture, traditions, and governance, as well as knowledge of provincial and federal funding components.
- Reports to Executive Director

Only applicants short-listed will be contacted. Closing date: Monday June 16/25, 3:00 pm

Please include "Finance Manager" in the subject line. Individuals interested in this opportunity are invited to submit a letter of application and resume to:

M.A. Burgess

Kyah Wiget Education Society
Suite#2, 205 Beaver Road
Smithers, BC V0J 2N1

maburgess@kyahwes.ca