



governWISE
ALLIANCE

Employment Opportunity

Position: **Finance Advisor Northwestern Ontario**
Status: Full-time Term Contract
Opening Date: February 9, 2024
Location: To be determined

Posting Reference #: NTC - 202405
Contract End Date: One Year (possible extension)
Closing Date: Open until filled
Salary Range: \$64,464.40 (starting)
\$65,938.60 (after 3 months)

Position Overview:

The **governWISE Alliance** is an initiative of Nokiiwin Tribal Council and is dedicated to building capacity in all areas of governance among Ontario First Nations. Stakeholder engagement and participant feedback is key to developing long term sustainable plans within communities. As our initiative expands, we seek an experienced, knowledgeable, and motivated Finance Advisor with experience working within the First Nations field of finance. The **Finance Advisor** will work closely with a passionate, and dynamic team as we continue to achieve our mission "*Ignite Action to Strengthen the Future*".

The **Finance Advisor** will be responsible for working both independently and amongst the governWISE Alliance project team to support First Nation Finance personnel by identifying needs and providing practical applications and training to those working in the field. The right candidate will be able to present and deliver relevant training, develop policies and other resources as identified. This is a unique opportunity for someone looking for an exciting career change and the opportunity to grow with us.

Key Responsibilities:

- Cultivate positive relationships with First Nation leadership and administration.
- Respond to inquiries regarding First Nation finance practices.
- Provide guidance and support to enhancing or build finance practices and procedures.
- Maintain organized documentation and collaborate with key stakeholders and the project team to support organizational initiatives.
- Assist in budgeting and audit processes including year-end, and internal controls.
- Support in the preparation of standard operating procedure, workflow, and training documentation.
- Support in the preparation of training and solutions to improve processes.
- Participate in workshops, webinars, and special events such as trade shows as required.
- Develop and maintain training materials, standard operating procedures, and workflow documentation.
- Deliver and present during meeting and workshops as required as part of the project team.

Preferred Qualifications:

- Minimum post secondary education college diploma in business administration, finance, accounting, or a related field combined with First Nation finance experience.
- 1-2 years experience in a finance or accounting role, within a First Nation organization
- Working knowledge of Canadian Public Sector Accounting Standards, an asset
- Experience with financial analysis and financial reporting requirements.
- An appreciation of and interest in First Nation cultures and community aspirations is required.
- Must be highly accurate, detail oriented, self-motivated, and able to work both independently and as a team member.
- Advanced working knowledge of excel; strong analytical and report writing skills, excellent organizational and time management skills required.
- Must have valid Ontario Driver's License and access to reliable transportation.
- Successful completion of a Level 1: Police Criminal Record Check (PCRC)

What We Offer:

- Competitive Salary
- 35-hour work week
- Employer 100 % paid benefits and RRSP match
- A safe culture of continuous learning and opportunity for growth

Interested applicants Please send your cover letter, resume, and 3 work-related references by:

Open until filled:

Human Resources, governWISE Alliance c/o - Nookiiwin Tribal Council

384 Fort William Road, Thunder Bay, ON, P7B 2Z3

E-mail: hr@nookiiwin.com

Fax : (807) 474.4238

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nookiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.