



Employment Opportunity

Position: **Finance Advisor - Northwest**
Status: Full-time Contract
Opening Date: January 10, 2023
Location: Thunder Bay, ON

Posting Reference #: NTC – 202302
Contract Length: 12 Months (possibility of extension)
Closing Date: January 20, 2023
Salary: \$64,464.40 - \$65,938.60 (after 3 months)

Work with a growing team dedicated to increasing financial capacity amongst Ontario First Nations. The Capacity Connect initiative is a partnership between Nookiiwin Tribal Council and Southern First Nation Secretariat established in 2021 to support both First Nation finance personnel working across the province of Ontario, and to provide practical applications finance training to post-secondary students, or adults interested in working in the field.

We are seeking a **Finance Advisor - Northwest** to join our team. We offer a competitive salary, generous benefit package for full-time contract employees, flexible work hours, paid vacation and paid time-off, professional development and career growth.

Positions will be based out of Thunder Bay, Ontario. However, the possibility to work partially remote will be considered for the successful candidates.

Responsibilities:

- Establishes pro-active, positive, and constructive working relationships with First Nation clients
- Respond to client inquiries related to First Nation finance practices
- Where required, provide input and suggestions to support continuous improvements of finance practices
- Maintains engagement file documentation in an organized and structured manner and collaborated with various stakeholders to support organizational initiatives
- Support budget and audit processes (including year end, funder, and internal controls) including:
- Support the tracking, monitoring, and compliance in relation to finance policies
- Support in the preparation standard operating procedure, workflow, and training documentation
- Support in the preparation providing input to develop solutions for staff training and systems improvement
- Support financial systems development to meeting growing organizational demands
- Participating on or participating in special projects as required
- Develop and present meeting and workshop topic relevant to First Nation finance, as required

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, preferably in First Nation or not for profit organization
- An individual working toward a professional designation as a Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager (CAFMA) an asset
- Working knowledge of Canadian Public Sector Accounting Standards, an asset
- Experience with financial analysis and financial reporting
- 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)

As Federal Employer, the successful candidates must be fully vaccinated against the COVID-19

Interested applicants can apply online at www.indeed.com

Please provide your cover letter, resume, and 3 work-related references by:

4:00 p.m. Friday January 20, 2023

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 Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.