



Employment Opportunity

Position: **Finance Manager**

Status: Full-time

Opening Date: December 2, 2025

Location: Thunder Bay, ON

Posting Reference #: NTC-202601

Closing Date: January 4, 2026

Salary: Will Commensurate with Experience

Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation! We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

Nokiiwin Tribal Council is seeking an experienced, knowledgeable, and motivated Finance Manager to join our team. Reporting to the Executive Director and working closely with the Board of Directors, the Finance Manager will provide strategic financial leadership rooted in Indigenous values. This role is critical in ensuring financial stability, compliance, and transparency while supporting decision-making that advances the priorities of our member First Nations. The successful candidate will thrive in a collaborative, team-centered environment and demonstrate a commitment to cultural integrity and community well-being.

Summary of Duties:

- Oversee all financial operations, including budgeting, forecasting, and reporting, ensuring alignment with organizational goals and Indigenous governance principles.
- Prepare accurate monthly, quarterly, and annual financial statements for the Executive Director, Board of Directors, and funding agencies.
- Manage audits and ensure compliance with applicable legislation, regulations, and funding agreements.
- Develop and implement internal controls and financial policies that respect cultural protocols and community priorities.
- Provide strategic financial advice and recommendations to leadership and member First Nations.
- Supervise and mentor finance team members, fostering a collaborative and high-performing work environment.
- Lead annual budgeting processes and multi-year financial projections to support strategic planning.
- Monitor and analyze financial performance, providing variance analysis and actionable insights.
- Ensure timely and accurate grant reporting and fund accounting for multiple funding streams.
- Build and maintain strong relationships with stakeholders, including Elders, Knowledge Keepers, and community representatives, to ensure culturally relevant financial practices.

Preferred Qualifications:

- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- CPA or CAFM designation (or currently in progress).
- Minimum of 5 years of progressive experience in financial management, preferably in the non-profit or public sector.
- Proven experience in audit planning, execution, and reporting.
- Strong knowledge of Indigenous financial governance and reporting standards.
- Proficiency in fund accounting principles and accounting software (e.g., Sage, Pay Dirt) as well as Microsoft Office Suite.
- In-depth understanding of government funding agreements and compliance requirements.
- Valid Driver's License, reliable vehicle, and clean Driver's Abstract.
- Valid Level 1 Police Criminal Record Check (PCRC) and bondable status.
- Ability to integrate Indigenous views into financial planning and reporting.
- Applicants must currently reside within the City of Thunder Bay or in the immediate surrounding area.

At Nokiiwin Tribal Council, we offer:

- Health and Wellness: Excellent health, vision care, and dental benefits for eligible full-time employees.
- Financial Security: A Defined Contribution Registered Pension Plan (RPP) with competitive company matching options for eligible full-time employees.
- Environment: An exciting, supportive, and fun work environment where collaboration and cultural values thrive.
- Professional Growth and Development Opportunities.

Ready to make a difference?

Apply today and become part of our dynamic team!
Interested applicants are encouraged to **apply online at www.indeed.com** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references by:

Sunday January 4, 2026

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.

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

Nokiiwin 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.

Learn more at www.nokiiwin.com/work

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