



## Employment Opportunity

Position: **Finance Manager**  
Status: Full-time  
Opening Date: October 5, 2021  
Location: Thunder Bay, ON

Posting Reference #: NTC – 20211005 - FM  
Closing Date: October 22, 2021

Celebrating our 15<sup>th</sup> year, Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 30+ staff providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information or to apply, please visit at [www.nokiiwin.com/work](http://www.nokiiwin.com/work).

The Finance Manager is a senior-level management position responsible for the accounting department and general office administration. The Manager will direct the day to day financial operations of the Nokiiwin Tribal Council to ensure accuracy and completeness of financial information, compliance with applicable accounting principles, policies and administrative objectives of the Nokiiwin Tribal Council.

### **Key Responsibilities:**

- Direct, supervise and train the accounting and administrative staff
- Compile, maintain and monitor the annual budget.
- Prepare monthly and annual financial statements as well as other financial reports for the Board of Directors, management, and funders.
- Carry out core accounting duties and maintain related files for: bank reconciliations and banking; revenue management; and general journal entries.
- Design, implement and prepare documentation for internal controls, standard operating procedures, workflows, and training needed to maintain effective and transparent financial systems.
- Provide financial information, policy and internal control advice and assistance to the Board of Directors, Executive Director, and staff.
- Review First Nations financial policies, programs and practices and provide recommendations for improvements;
- Oversee administrative service providers including I/T and building services
- Liaise with other First Nation and Aboriginal organizations to ensure mutual understanding, partnership building, and ongoing networking relationships to enhance service delivery to its member First Nations.
- Liaise with Federal, Provincial, Regional, and private financial agencies.
- Liaise with the auditors for the organization, government and those appointed by funders; prepare and provide working papers, analysis and documentation to support audit processes.
- Provide monthly activity reports, meeting reports and/or other reports to the Executive Director as requested.
- Ensure records are maintained in accordance with accepted accounting principles and procedures and the Nokiiwin Tribal Council Financial Policy.

### **Preferred Qualifications:**

- Post-secondary diploma/degree in Accounting.
- Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager (CAFM) designation is preferred.
- Must have a minimum of five years work experience in an accounting capacity with at least two years in a management-level role together with demonstrated internal control, budget preparation, financial statement, financial analysis and financial reporting experience.
- Must have experience working with First Nation Government, First Nation Communities, and other levels of Government. An appreciation of First Nation Cultures and community aspirations is required.
- Must have proven well-developed communication, staff/public relations and negotiating experience; must be highly self-motivated and able to work well independently or as a team member.
- Must have excellent computer skills with proven proficiency in a range of accounting, productivity and automated workflow software
- Must have valid Ontario Driver's License and access to reliable transportation.
- Must be bondable.
- Successful completion of a Level 1: Police Criminal Record Check (PCRC)

Please send your cover letter, resume, and three work references by:

**4:00 p.m. October 22, 2021 to:**

**Human Resources, Nokiiwin Tribal Council**  
384 Fort William Road, Thunder Bay, ON, P7B 2Z3  
E-mail: [hr@nokiiwin.com](mailto:hr@nokiiwin.com) | Fax: (807) 474.4238

*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 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.*

