



**Nokiiwin**  
TRIBAL COUNCIL

# Employment Opportunity

Position: **Finance Officer**  
Status: Full-time  
Opening Date: July 29, 2022  
Location: Thunder Bay, ON

Posting Reference #: NTC - 202207- FIN

Closing Date: Friday August 5, 2022

Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 40+ 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, economic development, community planning, technical and education services. For more information, please visit at [www.nokiiwin.com](http://www.nokiiwin.com).

Our Finance Department is expanding, and we are seeking a **Full-time Finance Officer** who will have day to day responsibility for coordinating accounts payable and expenditure management together with systems and software development project responsibilities as the organization undertakes accounting software upgrades and customization and development of quality management and internal control documentation.

## Benefits of Working for Nokiiwin

- Health and Wellness - we offer excellent health, vision care and dental benefits for eligible full-time employees.
- Financial Security - offers a Defined Contribution Registered Pension Plan (RPP) with competitive company matching option for eligible full-time employees.
- Environment - Nokiiwin's culture provides an exciting, supportive, and fun work environment.
- Professional Growth and Development Opportunities

## Key Responsibilities:

- Primary responsibility will be Accounts Payable but not limited to the following:
- Prepare and process payments for supplier invoices, travel and client supports
- Maintain approved vendor listing
- Reconcile supplier accounts
- Act as first line contact with vendors regarding billing problems
- Support budget and audit processes (including year end, funder, and internal controls) including:
- Track/monitor compliance with purchasing and payment policies
- Prepare standard operating procedure, workflow, and training documentation
- Provide input to develop solutions for staff training and systems improvement
- Support financial systems development to meeting growing organizational demands
- Assist with research, implementation and customization of accounting and workflow software
- Cross train in payroll, accounts receivable and revenue management
- Maintain up to date filing and record systems

## Preferred Qualifications:

- College Diploma in Business Administration, Finance, Accounting, or a related field
- An individual working toward a professional designation as a Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager (CAF) an asset
- 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
- Must have excellent computer skills with an aptitude for accounting, productivity, and automated workflow software
- Must have valid Ontario Driver's License and access to reliable transportation
- The successful candidate must be fully vaccinated against the COVID-19 virus
- Must be bondable
- Successful completion of a Level 1: Police Criminal Record Check (PCRC)

Interested applicants can apply online at [www.indeed.com](http://www.indeed.com) or submit your cover letter, resume, and 3 work-related references by:

**4:00 p.m. Friday August 5, 2022:**

Human Resources, **Nokiiwin Tribal Council**

E-mail: [hiring@nokiiwin.com](mailto:hiring@nokiiwin.com)

*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.*