



Nigigoonsiminikaaning First Nation Requires a **Finance Manager** External Posting

Nigigoonsiminikaaning First Nation is seeking an individual with a professional work ethic and dedication to employ as a Finance Manager.

Position Summary:

The Finance Manager is a full time, administrative position that reports directly to the General Manager. The Finance Manager oversees all financial administration, including banking, payments, accounting, records and financial statements and reports of the Nigigoonsiminikaaning First Nation. The Finance Manager is responsible for the implementation of policies and procedures to ensure the effective and efficient administration of the finances of the First Nation and is responsible for the supervision of the Finance Assistant.

Qualifications:

- Bachelor's degree in accounting, commerce, or business administration & CMA or CGA certification with four years' experience in a senior accounting OR
- Community College Diploma in business administration & CMA or CGA certification with eight years' experience in a senior accounting position
- Experience in budgeting, accounting, variance analysis and reporting for a government agency or non-profit organization.
- Experience in the administration of payroll, salary and benefits
- Experience in supervising
- Experience in the use of computer accounting systems
- Experience in the preparation of detailed financial statements and reports for senior management.
- Experience in reviewing and maintaining financial administration policies, procedures and documents.
- Knowledge of Nigigoonsiminikaaning First Nation, its culture, traditions, lifestyles, and administrative structure
- Good written & oral communication skills, problem solving & decision-making skills.
- Must have a valid class G Driver's License and access to a vehicle.

Deadline: Posted until Filled.

Application:

Interested candidates are invited to submit a cover letter, resume, and three professional references. Written authorization to contact references must be included with the application.

Nigigoonsiminikaaning First Nation
Attn: Trisha Bruyere – General Manager
RE: Finance Manager
P.O. Box 68 Fort Frances, Ontario P9A 3M5
Email: gm@nigig.ca (807) 481-2536 x-220