



EMPLOYMENT OPPORTUNITY

Finance Manager

Department: Finance

Posting Date: August 23, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Full-time, Permanent

Vacancies: 1

Reports To: Chief Financial Officer

Starting Salary: \$ 74,438.00

Nipissing First Nation is seeking an experienced and strategic Finance Manager to oversee the planning, organizing, directing, controlling, and evaluating of financial and accounting operations. This position is crucial in ensuring that the financial processes are effectively managed in compliance with relevant legislation, guidelines, and standards.

What you'll do in the role

- Operational management of accounting operations: accounts payable, accounts receivable, taxation, payroll and general ledger.
- Assist with and carry out formally delegated functions relating to the implementation of the Financial Administration Law (FAL).
- Provides leadership in the preparation of Nipissing First Nation's current and capital budgets.
- Responsible for the administration and monitoring of the approved current and capital budgets for Nipissing First Nation.
- Posts journal entries, maintains and reconciles general ledger accounts, and prepares financial statements on behalf of programs/ departments.
- Provides leadership in recommending the development of financial policies and procedures and assists in the implementation and monitoring of those procedures including, but not limited to, the purchase and sale of goods and services, the development and letting of tenders, and the development and implementation of user fees and charges.
- Monitors and directs accounts payable/receivable transactions, grants, and assistance payments.
- Researches and prepares statistical, financial, policy, and other reports as required by the Chief Financial Officer.
- Manages and directs the employees of the Finance Department consistent with the policies and administrative processes of the Nipissing First Nation
- Recommends mortgage and loan applications, and lease agreements; monitors and ensures requisite payments and recommends compliance procedures.



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Finance Manager

- Monitors government policies and legislation and recommends policy positions on financial issues of importance to the Nipissing First Nation
- Assist in First Nation and program audits.
- Evaluates departmental employee performance; recommends the employment, promotion, disciplining and termination of departmental staff.
- Assists in the direction of and monitoring of employee compensation.
- Attends meetings of Council and appropriate Committees as required by the CFO.
- Ensuring that credit card onboarding is carried out as per Credit Card policy.
- Responsible for monitoring and reconciling Accounts Receivables, monthly.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- A defined contribution pension plan.
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Graduated from a post-secondary institution in accounting and/or business administration, with 5 years of office/accounting experience.
- Must have AFOA Membership.
- Certified Aboriginal Financial Management Designation is an asset.
- Operational management of accounting operations: accounts payable, accounts receivable, taxation, payroll and general ledger.
- Assist with and carry out formally delegated functions relating to the implementation of the Financial Administration Law (FAL).
- Provides leadership in the preparation of Nipissing First Nation's current and capital budgets.
- Responsible for the administration and monitoring of the approved current and capital budgets for Nipissing First Nation.
- Posts journal entries, maintains and reconciles general ledger accounts, and prepares financial statements on behalf of programs/ departments.



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APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing September 6, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing September 13, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing September 20, 2024 - 3rd Round

- Opportunities are open to all applicants (status and non-status)



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- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm** on the application deadline noted above.*

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.