



Finance Manager

Department:	Finance
Posting Date:	Friday July 18, 2025
Location:	Nipissing First Nation, Administration Building, Garden Village
Schedule:	Standard Work Week – 35 hours
Job type:	Fulltime/Permanent
Vacancies:	One (1)
Reports To:	Chief Financial Officer
Salary Range:	\$75,930.40 - \$100,191.00

 **Lead with purpose. Protect our resources. Support our growth.**

Nipissing First Nation (NFN) is seeking an experienced, organized, and proactive Finance Manager to oversee day-to-day financial operations and lead a team of seven. The successful candidate will bring proven leadership, strong financial acumen, and a commitment to accountability in supporting the sustainability and growth of our Nation.

What you'll Do in the Role

As Finance Manager, you will:

- Oversee full accounting operations: accounts payable/receivable, general ledger, taxation, and reporting
- Supervise seven Finance Department staff including senior, mid-level, clerical, and administrative employees
- Manage current and capital budgets and lead budget preparation processes
- Post journal entries, reconcile accounts, and prepare quarterly interim unaudited financial statements
- Administer the Financial Administration Law (FAL) and ensure compliance with GAAP and applicable legislation
- Support audits by preparing documentation and acting as a point of contact for external auditors
- Oversee treasury, bank transfers, and cash flow management
- Approve payroll and T4s, and act as backup for payroll-related reconciliations
- Coordinate credit card onboarding and own-source revenue tracking
- Liaise with insurance providers and manage claims and asset protection
- Provide financial guidance to NFN departments and business entities as needed
- Support departmental compliance with financial policies, tenders, and user fees

Finance Manager

- Represent NFN in financial discussions with provincial, federal, and regional agencies
- Ensure timely reporting, analysis, and recommendations for financial improvements
- Deliver financial workshops and support training for Finance staff and community

Just a Few Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Gain valuable experience across all areas of HR
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

What You Bring to the Table

- A deep respect for Indigenous values and a willingness to learn Ojibwe
- Must have a post-secondary diploma or degree in Accounting and/or Business Administration
- Must have a minimum of three (3) years of directly related accounting experience
- Must have five (5) years overall office experience
- Must have three (3) years of experience supervising staff
- Must be bondable
- Must have or be willing to obtain membership with AFOA Canada (NFN will fund)
- Must obtain the Certified Aboriginal Financial Manager (CAFM) designation within five years

Finance Manager

- Demonstrated experience with government funding, audits, financial legislation, and Sage 300
- Ability to lead with integrity and maintain high-performance standards within the Finance team
- Strong organizational and analytical skills with attention to detail
- Ability to maintain confidentiality and strong professional boundaries
- Sensitivity toward Indigenous values and the ability to serve a close-knit community with respect
- Experience with zero-based budgeting, forecasting, and policy development is an asset
- Familiarity with NFN's Financial Administration Law (FAL), Financial and Procedural Policy, and Tangible Capital Asset Policy is preferred

Application Deadlines and How to Apply

Nipissing First Nation adheres to a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing August 1, 2025

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing August 8, 2025

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing August 15, 2025

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 **resumes@nfn.ca**

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**



Employment Opportunity

Finance Manager

📌 Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. *We strongly encourage NFN members to apply*, even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per Section 24(1)(a) of the *Ontario Human Rights Code*, preference will be given to First Nation applicants.

*Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.*