



Employment Opportunity

Finance Officer

Department:	Finance
Posting Date:	February 20, 2026
Location:	Garden Village, Nipissing First Nation
Schedule:	35 hours per week
Job type:	Permanent Full Time
Vacancies:	One (1)
Reports To:	Finance Supervisor
Salary Wage:	\$61,206.60 to \$80,753.40

Nipissing First Nation is seeking a detail-oriented and reliable Bookkeeper who can maintain accurate financial records, process transactions, reconcile accounts, and assist with timely financial reporting. The ideal candidate ensures compliance with applicable regulations while supporting smooth day-to-day financial operations. They will also contribute to Business Operations by providing financial analysis for business entities, demonstrating integrity, accuracy, and strong organizational skills.

What You'll Do in the Role

- Prepare all bank reconciliations for Nipissing First Nation and Nipissing First Nation entities in Sage 300 and QuickBooks.
- Send Visa statements to credit card holders followed by auditing and posting the related transactions in Sage 300 monthly.
- Notify your supervisor of any unusual transactions that have been identified.
- Reconcile all monthly pre-authorized debits including data entry for invoices direct debited from the bank accounts.
- Prepare and submit all GST/HST remittances for Nipissing First Nation and applicable entities.
- Complete monthly internal Finance reports for Chief Financial Officer & Finance Manager.
- Ensure that new & current vehicles are insured under Nipissing First Nation's insurance policy.
- Maintain accurate asset records, e.g., adding or removing vehicles to Nipissing First Nation's asset list.
- Request and administer the Certificate of Exemption to applicable departments.



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- Process annual vehicle sticker renewals.
 - Annual internal audit of vehicles owned by Nipissing First Nation.
 - Ensure that applicable NFN employees are added to NFN's insurance policy.
 - Complete all accounting entries for various NFN business entities.
 - Provide financial analysis support to Business Operations Manager for business entities.
 - Produce quarterly interim financial reporting for business entities.
 - Process payroll for business entities if required.
 - Minute taker at Finance & Audit Committee meetings.
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♥ ♥ 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
- ✓ 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

- Must be a Graduate from post-secondary institution with a diploma in accounting and/or business administration
- Must have 3 years of directly related work experience, 5 years overall.



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- Experience processing and reconciling financial records, and processing expense reimbursements.
- Experience drafting and formatting correspondence and preparing standard financial reports.
- Experience with applying financial policies.
- Experience with data entry such as vendor and customer invoice processing in financial system.
- Clear understanding of generally accepted accounting principles.
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Self-motivated, flexible and adaptable approach to work processes, problem resolution and continuous process improvement.
- Deadline driven with the ability to work well under pressure and multi-task.
- Good background in research; ability to conceptualize.
- Ability to work as a team.
- Excellent verbal and written communication skills.
- Excellent problem-solving skills, accuracy and attention to detail.
- Working knowledge of the legislation, policies and programs that affect Indigenous communities must possess a high-level sensitivity to Indigenous issues.
- Must be bondable.
- High level computer/word processing skills advanced knowledge of computerized accounting programs such as but not limited to Sage 300 and Quickbooks.

Application Deadlines and How to Apply

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

Round 1 – Closing March 6, 2026,

Only open to registered Nipissing First Nation members.

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



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Round 2 – Closing March 13, 2026,

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 March 20, 2026,

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**

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.*