



## EMPLOYMENT OPPORTUNITY

### FINANCE MANAGER

Permanent Position (Internal/External Posting)

**Michipicoten First Nation (MFN)** is a vibrant Anishinaabe community located on the white sands (Northeast shores) of Lake Superior near Wawa Ontario. The registered population is approximately 1,300 with 70 citizens living on reserve. With a strong sense of community and cultural identity, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities.

Reporting to the Executive Officer, the **Finance Manager** is responsible for the day-to-day management of Michipicoten's financial operations and for safeguarding the financial and physical assets of the Nation. The Finance Manager oversees the Business Services Department and ensures that all financial transactions are accurate, timely, and in compliance with relevant regulations and policies. The Finance Manager works closely with other departments, Chief & Council, and the Finance Committee, develops policies & processes, and ensures that financial information is available to support decision-making.

#### PRIMARY RESPONSIBILITIES

##### ***Management of the Business Services Group***

- Provides daily oversight of the Business Services Staff (currently two positions)
- Ensures financial processes are accurate, timely, and in compliance with relevant policies and regulations: budgeting, financial reporting, payroll, benefit administration, purchasing and receivables

##### ***Finance Management & Reporting***

- Administers and supervises preparation and maintenance of financial records and the financial administration reporting systems, including monthly, quarterly, and annual financial reports
- Develops detailed work plans
- Administers and maintains all Charts of Accounts of the First Nation
- Oversees preparation and compilation of year-end documents, spreadsheets and working papers, and assists auditor in completing multiple annual audits
- Prepares financial components of reports to Council and to fulfil requirements of funding reporting

##### ***Planning & Budgeting***

- Develops and maintains a Multi-Year Financial Plan for the Nation
- Creates the Consolidated Annual Budget in collaboration with the Executive Officer and department managers/supervisors

##### ***Development & Support of Financial Policies & Procedures***

- Mindfully administers the finances of the Nation while maintaining consistency with the Community Strategic Plan, Financial Administration By-Law and Chi-Naaknigewin
- Develops, maintains, and ensures compliance with the Nations financial by-laws, policies, and procedures

#### QUALIFICATIONS

##### ***Education***

- Degree or Diploma in business, finance, accounting, or a related field is required.
  - Aboriginal Finance Manager Certification *preferred*
- Equivalent combinations of education and experience may be considered

##### ***Experience***

- Min 5 years finance/accounting experience
- Min 2 years supervisory/management experience
- Experience working with a First Nation and project based funding models
- Experience preparing detailed financial reports and analyses

- Working knowledge of financial and physical asset management  
Experience preparing and managing multi-year financial plans and budgeting

**Knowledge, Skills, and Abilities**

- Working knowledge of GAAP principles and PSAB requirements
- Advanced computer skills (Microsoft Word, Excel, and PowerPoint)
- Strong knowledge of fiscal management, business finance, federal and provincial government funding, Indigenous funding organizations, contracts, and partnerships
- Knowledge of Anishinaabe culture
- Knowledge of resource management techniques is an asset
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to prioritize and manage conflicting demands
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- High level of integrity, confidentiality, and accountability in handling finances and information
- Sound analytical thinking, planning, prioritization, and execution skills

**Other**

- Ability to provide satisfactory Criminal Records Check
- Proof of education/credentials
- Valid driver's license, access to a vehicle and satisfactory driver's abstract.

**WAGES:** Will be determined based on qualifications and experience.

**TO APPLY:** Please submit your cover letter and resume by email to Human Resources with the position title in the subject line to [hr@michipicoten.com](mailto:hr@michipicoten.com). This position will remain open until filled. A full job description is available upon request to Human Resources.

*Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of their citizens. Since the successful candidate will be primarily engaged in serving the interests of Michipicoten citizens, preference will be given to citizens and Indigenous candidates who possess the necessary qualifications.*