



EMPLOYMENT OPPORTUNITY

FINANCE INTERN

(Internal/External Posting)

September 29, 2026

Michipicoten First Nation (MFN) is a vibrant community located near Wawa, ON and approximately 225 km from Sault Ste. Marie, ON. With a small number of members on reserve and the majority dispersed around the globe, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities, while building on socio-economic independence and a strong sense of community and cultural identity.

Michipicoten is seeking a full-time **Finance Intern**. Reporting to the Finance Administrator, the Finance Intern is responsible for day-to-day receivable functions for Michipicoten First Nation (MFN) and for ensuring that financial transactions are entered accurately, on time, and in compliance with relevant regulations and policies. This job entails bank and cheque reconciliations for multiple bank accounts, as well as other analysis-based compilations as required to support financial reporting.

This internship will provide hands-on experience in Indigenous Financial Administration and offer professional development in a culturally grounded workplace.

PRIMARY RESPONSIBILITIES

Accounts Receivable

- Responsible for issuing invoices to clients and business partners as required
- Record all receipts in accounting software, including pre-authorized payments, EFT deposits, online payments, manual cheques and cash received
- Using accounting software, run monthly Aged Receivables Reports for funding, own source revenues and On-Reserve rental housing, and submit to the Finance Administrator
- Update Housing Statements for Housing Coordinator as needed, minimum monthly

Accounts Payable

- Provide support for the processing of the Better Living Program and other high-volume member benefit-based programs administered by the Nation
- Provide backup support for critical payables functions during absences and high-volume times

Finance and Administrative Support

- Assist the Finance Administrator with the annual audit process
- Provide standard and special transaction-based financial reports and reconciliations, using accounting software and when requested by the Finance Administrator
- Complete monthly cheque and bank reconciliations for multiple MFN bank accounts
- Attend Finance Team Meetings/All Staff Meetings, providing input on issues or concerns
- Cover reception desk as needed for absences (shared with other staff)

QUALIFICATIONS

Education

- Post-secondary education in Accounting, Finance, Business Administration, or a related field *preferred*

Knowledge, Skills & Abilities

- Proficiency in Microsoft Office (Word, Outlook, Excel, Teams)
- Understanding of First Nation governance systems and political processes
- Familiarity with Anishinaabe values, protocols, and teachings
- Strong written and verbal communication skills
- Highly organized, with the ability to manage multiple priorities
- Discretion, respect for confidentiality, and cultural sensitivity
- Demonstrated integrity, tact, diplomacy, and a community-first mindset
- Able to build respectful working relationships with leadership, staff, and members
- Able to work independently or as part of a team in a fast-paced environment

Other

- Valid G driver's license and own vehicle
- Satisfactory Criminal Record Check (*if hired*)
- Satisfactory driver's abstract (*if hired*)

LOCATION: Michipicoten First Nation

TERM: 52 weeks with potential for permanent employment

WAGE RANGE: \$23.64 - \$26.33/hour

TO APPLY: Please submit your cover letter and resume as a single document to **hr@michipicoten.com** with the position title in the subject line. **This position will remain open until filled.**

Michipicoten members and Indigenous candidates are encouraged to self-identify.

Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of its members. The successful candidate will primarily serve the interests of Michipicoten members, and preference will be given to MFN members and Indigenous candidates who possess the necessary qualifications.