



EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Budget Officer (Matawa Education Department)

Matawa First Nations is a progressive Tribal Council of nine Ojibway, Cree and Oji-Cree Northern Ontario First Nations. The Matawa Education Department supports quality, accessible, community-based educational services for eight Matawa First Nation communities: Aroland, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik, and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nation leadership, the Education Department administers post-secondary support services for 5 Matawa First Nations; operates the Matawa Education and Care Centre (MECC), a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 8 schools/sites.

Matawa Education Department invites applications for the position of Budget Officer with the Matawa Education Department. Reporting to the Executive Director of Education, the Budget Officer is responsible for providing financial and accounting processing and reporting services to the Matawa Education Department in order to ensure effective, efficient and accurate financial administration to meet management information and funder requirements to support the department's operations

Providing these services in an effective and efficient manner will ensure that Education Department finances are accurate and up to date, that revenues are collected in a timely manner, and that vendors and suppliers are paid within established time limits. The Budget Officer will work in conjunction with the Finance Department from Matawa First Nation Management main office, and relay pertinent financial information to the Executive Director of Education.





Qualifications / Requirements:

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Computerized accounting programs;
- Accounts payable, accounts receivable and maintaining general ledgers;
- Generally accepted accounting principles;
- Fund accounting;
- Internal controls;
- Comprehension of financial statements and other financial reports;
- Ability to maintain a high level of accuracy in preparing and entering financial information;
- Ability to maintain confidentiality concerning financial records;
- An understanding of relevant Matawa policies and procedures;
- An understanding of the Matawa First Nations cultural and political environment.

We offer competitive salary and benefits commensurate with education and work experience. This position will be based in Thunder Bay at the Matawa Education and Care Centre. This is a contract position to March 31, 2022, with a possibility of extension, pending funding and a successful performance review.

For additional information, including specific qualifications for the position, please visit the Matawa website: www.matawa.on.ca.

Please submit a cover letter with resume and three employment references to:

Sharon Nate, Executive Director, Matawa Education Department
Matawa First Nations Management

RE: MATAWA EDUCATION DEPARTMENT BUDGET OFFICER COMPETITION

200 Lillie Street North
Thunder Bay, ON P7C 5Y2
Fax: (807) 768-3301
Email: education@matawa.on.ca

We thank all applicants for their interest in working with Matawa First Nations; however, only those selected for an interview will be contacted.

Application Deadline: **Open Until Filled**

