

## INTERNAL/ EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

**Finance Officer- 1 year fixed-term (Full time)**

### **Background:**

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Finance Department provides financial and administrative support services to the Chiefs of the member First Nations, the Board of Directors, the Chief Executive Officer and the Program Managers and staff of Matawa. The Finance department is responsible for financial and compliance reporting and maintenance of all financial activities of Matawa and its related organizations.

Matawa is inviting applications for the fulltime position of Finance Officer with the Matawa First Nations Management.

The Finance Officer reports to the Manager Finance and Administration and is responsible for providing bookkeeping and accounting duties to ensure Matawa's services are provided in an effective and efficient manner.

For additional information, including specific qualifications and experience for the position, please view the Job Description at the Matawa website:

[www.matawa.on.ca](http://www.matawa.on.ca)

*Please send your cover letter and resume with three employment references to:*

Matawa First Nations Management  
Attn: Neil Miller, Manager Finance & Administration  
233 Court Street South, 2nd Floor, Thunder Bay, ON P7B 2X9  
Application by Fax: (807) 344-2977  
Email: [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

**Application Deadline:** Tuesday, December 5th, 2023

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

*Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.*

