



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel: (807) 349-2509 Fax: (807) 349-2511

Internal and External Job Posting

Position: Financial Project Manager (Full-Time)

Start Date: Immediately

Location: Thunder Bay Office (577, 11TH Avenue)

Posting Closing Date: Open until filled

Reports To

The Financial Project Manager reports to and is under the direct supervision of the Finance Director.

Job Overview

The Financial Project Manager is responsible for managing and directing all financial projects of Marten Falls First Nation.

Responsibilities and Duties

- Provide project management and leadership by overseeing project management processes;
- Develop and manage project plans to achieve goals of the projects;
- Develop timelines that coincide with the project financial budget(s) and other targets;
- Manage, monitor, and report on cash flow and project budgets;
- Ensure project evaluation framework is developed and implemented;
- Working collaboratively with others to complete projects and meet deadlines;
- Ensure compliance for projects and reporting requirements;
- Other duties as assigned.

Skills

- Strong financial analysis, budgeting, and forecasting skills.
- Strong organizational and time management skills.
- Strong written and oral communication skills.
- Proficiency with computerized accounting system, such as Sage Accounting.
- Demonstrated management and leadership skills.
- An ability to work collaboratively with Marten Falls Chief and Council, staff, and community members.
- Demonstrated cultural sensitivity/cultural awareness.

Qualifications

- Post-secondary degree in Administration with a Major in Accounting, or related field;
- Experience working in the field an asset;
- Experience working in a First Nation Organization;
- Proficiency in Anishnabemowin an asset

Compensation

- Salary is competitive, and it is based on experience, education and is negotiable
- Extended Health Benefits

Please submit a resume and three employer references to:

Stella Idogho, RPR Human Resources Manager
Marten Falls First Nation
Ogoki Post, ON, P0T 2L0

Confidential Information provided by applicants is used for the purposes of this competition only and is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Marten Falls First Nation thanks all applicants for making known their interest in the position. Only those applicants who have been selected for an interview are contacted.

stella.idogho@martenfalls.com

C: 807-632-5509

Fax: 807- 622-9018

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