



CONSTANCE LAKE FIRST NATION

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Employment Opportunity

Position	Finance Manager
Competition #	FMGR-06-2025
Salary Range	80,000 – 115,000
Location	Constance Lake First Nation
Posted	June 4, 2025
Closed	July 2, 2025 @ 4:00pm

POSITION SUMMARY:

The Finance Manager is responsible for the organization’s financial health, ensuring strong internal controls, timely reporting, and efficient budgeting processes. The role includes financial planning, analysis, audit preparation, and direct supervision of the finance team. This position works closely with senior leadership and department heads to align financial strategies with organizational goals. The ideal candidate is a collaborative leader with a CPA designation and a strong understanding of Indigenous governance and funding models.

PREFERRED QUALIFICATIONS:

- Chartered Professional Accountant (CPA) designation required
- Degree in accounting, finance, or a related field
- Minimum 5 years of financial management experience
- Proficient in ADP, Sage 300 and Microsoft Office Suite
- Strong analytical and problem-solving skills
- Proven leadership and team management abilities
- Effective written and verbal communication skills
- Experience with budgeting, reporting, and audits in a medium to large organization
- Knowledge of nonprofit or public sector accounting is an asset

DUTIES AND RESPONSIBILITIES:

- Develop, implement, and monitor annual budgets in coordination with department leads
- Prepare monthly, quarterly, and year-end financial statements, including variance analysis
- Oversee daily financial operations, including payroll, accounts payable, accounts receivable, and bank reconciliations
- Ensure compliance with federal and provincial financial regulations, reporting standards, and organizational policies
- Coordinate annual audits and liaise with auditors and external stakeholders
- Provide financial forecasts and risk assessments to support strategic decision-making
- Lead and mentor the finance team to ensure accuracy, efficiency, and professional growth
- Maintain up-to-date knowledge of financial legislation, GAAP, and accounting technologies
- Work collaboratively with other departments to support program and project financial planning

To apply: Submit cover letter, resume, and three (3) recent employment references with permission to contact, quoting competition **#FMGR-06-2025** via:

Email: resumes@clfn.on.ca

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.