



**MATAWA HEALTH
CO-OPERATIVE**

Finance Officer Job Description

PURPOSE OF THE POSITION

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nations owned and controlled health co-operative providing healthcare services that enhance existing health services to achieve long-term health and wellbeing for all members within the nine Matawa First Nations. This provincially incorporated Co-operative consists of the nine Matawa member communities including Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nation. The MHC is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with services tailored to individual community needs. It is the first of its kind in Canada.

The MHC incorporates traditional healing and medicines to address the health needs of the Matawa First Nations in a wholistic way by prioritizing mental health and addictions, diabetes, and chronic diseases. It oversees an Inter-Professional Primary Care Health Team providing direct services in the Matawa First Nations or through telemedicine.

The Finance Officer role supports the Matawa Health Co-operative's financial integrity and sustainability by contributing to sound financial stewardship across programs and operations. This position operates within established policies, funding agreements, and legislative requirements, and works collaboratively with management, staff, and external partners to support informed decision-making. While not a senior decision-making role, the Finance Officer exercises judgment, discretion, and a high degree of confidentiality in handling financial information, and plays an important part in strengthening organizational accountability and capacity.

RESPONSIBILITIES

The Finance Officer provides support to the financial operations of the Matawa Health Co-operative (MHC) by assisting with financial administration, record keeping, and reporting. Working under the direction of the Executive Director, this role helps ensure accurate financial processes, compliance, and effective operations, contributing to the overall accountability and sustainability of the Co-operative.

Financial Management & Reporting

- Maintain accurate and up-to-date financial records in accordance with generally accepted accounting principles (GAAP).
- Prepare monthly, quarterly, and annual financial reports for management and funders.
- Assist with budgeting, expenditure tracking, and financial forecasting.
- Monitor transactions to ensure they comply with policies, funding agreements, and regulations.

Accounting & Controls

- Process accounts payable and accounts receivable, ensuring timely and accurate entries.

- Reconcile bank statements, ledgers, and other financial records.
- Support internal audits and coordinate with external auditors as needed.
- Contribute to the development and implementation of financial policies, procedures, and controls.

Advisory & Support

- Provide guidance to program managers on financial procedures and reporting.
- Interpret and communicate financial information clearly to non-financial staff.
- Assist management with ad hoc financial analyses to support decision-making.

Other Duties

- Perform additional tasks as assigned to support the financial health and sustainability of MHC.

Organizational Responsibilities

As a representative of the Matawa Health Co-operative, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in their own work with enthusiasm and commitment.
- Acting in accordance with relevant legislation and organization policies and procedures.
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Ensuring accuracy, confidentiality and safekeeping of agency records.

KNOWLEDGE, SKILLS AND REQUIREMENTS

Education & Experience

- Post-secondary degree or diploma in Accounting, Finance, Business Administration, or a related field; a professional accounting designation (CPA) or working towards one is an asset.
- Minimum 2–4 years of experience in accounting, financial administration, or bookkeeping; experience in a not-for-profit or health services environment is an asset.
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word, Outlook).

- Experience working with First Nations organizations or communities is a strong asset. Experience working in First Nations communities or with Indigenous organizations is an asset.

Skills & Abilities

- Excellent analytical, problem-solving, and organizational skills with strong attention to detail.
- Ability to interpret and communicate financial information clearly to non-financial staff.
- Strong interpersonal skills and the ability to work collaboratively with a diverse team.
- High level of integrity, accountability, and professionalism.
- Strong time-management skills with the ability to meet deadlines.
- Commitment to continuous improvement and capacity building.
- Respect for and understanding of First Nations culture, traditions, and approaches to health and wellness.

Other Requirements

- Valid Ontario Class G Driver's License (access to a reliable vehicle is an asset).
- Clear Vulnerable Sector Criminal Record Check.
- Proof of a current TB Skin Test.
- Willingness to travel to Matawa First Nations communities as required.
- Ability to work flexible hours, including evenings or weekends when necessary.

WORKING CONDITIONS

Physical Demands

The employee may have to travel to our First Nations communities. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The employee may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The position requires strong visual and auditory abilities to read and interpret travel documents, booking systems, and itineraries, as well as to communicate effectively with employees, vendors, and various other key individuals. Attention to detail, prolonged screen use, and the ability to process verbal and written information accurately are essential.

Mental Demands

The employee will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.