



Finance Director

Type of Position: Full-Time, Permanent

Closing Date: Until position is filled

Ginoogaming First Nation is currently seeking a professional Finance Director. The Finance Director reports to the Band Manager and will be responsible for establishing and maintaining an effective financial management control system, including the development and implementation of policies and procedures aligned with generally accepted accounting principles (GAAP), to ensure a strong and sustainable financial position.

Located on the beautiful north shore of Long Lake, Ginoogaming is a proud Anishinaabe community committed to advancing sovereignty, transparency, and sustainable growth. If you are a strategic leader with a strong background in Finance, we invite you to join our team and help shape a resilient, self-governing Nation.

Key Responsibilities

- Develop, implement, and maintain financial policies and procedures
- Prepare and monitor departmental work plans and report progress to leadership
- Support budgeting, auditing, accounting, purchasing, and long-range forecasting
- Participate in revenue allocation within approved budgets and funding agreements
- Prepare financial projections, statements, benefit analyses, and consolidations
- Process accounts receivable and accounts payable, including payroll, benefits, and insurance
- Maintain communication regarding payment and invoice procedures
- Track taxation data and monitor rebates
- Coordinate and complete bank reconciliations
- Verify financial data and generate reports as required
- Support internal and external financial reporting processes
- Oversee administrative functions such as mail distribution and timesheet coordination
- Supervise staff, provide performance feedback, and support professional development
- Lead performance evaluations and identify training needs in collaboration with HR
- Ensure timesheets and attendance records are accurate and approved
- Collaborate with leadership, department managers, auditors, and external advisors
- Perform additional duties as assigned by leadership

Skills and Qualifications

- Strong knowledge of generally accepted accounting principles (GAAP)
- Proficiency in accounting software, including Sage 50 (or equivalent)
- Advanced computer skills (word processing, spreadsheets, databases, financial systems)
- Knowledge of funding agreements and financial reporting requirements
- Ability to communicate complex financial information in clear, non-technical terms
- Strong organizational and time management skills
- Ability to work independently and collaboratively within a team
- Capacity to manage deadlines and adapt to changing priorities
- Strong leadership and staff supervision abilities

Experience and Education Requirements

- Degree or diploma in Accounting or a related field (or equivalent experience)
- Proven experience with computerized accounting systems (e.g., Simply Accounting/Sage 50)
- Demonstrated experience in financial management, budgeting, and reporting

Other Requirements

- Professional demeanor and appearance
- Commitment to organizational values, policies, and cultural principles of the GFN
- Ability to successfully complete a criminal record and police background check
- Ability to work in an office environment with occasional interruptions and deadline pressures
- Willingness to take on additional responsibilities as required by leadership

Salary Range: \$100,000 to \$115,000 per year (*salary will be determined based on experience, qualifications, and internal salary grid.*)

Please send your cover letter along with your resume to Krystal.Rondeau@ginoogamingfn.ca

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications.

Only applicants who meet the above criteria will be contacted for an interview.

Artificial Intelligence Disclosure

Ginoogaming First Nation does not use artificial intelligence or automated decision-making tools in its hiring or recruitment processes. All applications are reviewed by qualified human resources staff.