

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Finance Director

PURPOSE OF THE POSITION

The Finance Director is responsible for the strategic leadership, management, and oversight of all financial operations of Matawa First Nations Management. Reporting to the Chief Executive Officer, the Finance Director ensures the financial integrity, sustainability, accountability, and transparency of Matawa First Nations Management while supporting its mission, values, and commitment to Indigenous self-determination, community well-being, and cultural integrity.

The Finance Director provides leadership in financial planning, budgeting, reporting, risk management, funding compliance, and organizational development. The position supports the Board of Directors, senior leadership team, funders, and community stakeholders by ensuring sound financial stewardship of resources entrusted to Matawa First Nations Management.

SCOPE

The Finance Director leads the finance function of Matawa First Nations Management and oversees all financial activities, including accounting, budgeting, financial reporting, audits, payroll, investments, procurement, and funding compliance.

The position works closely with the Chief Executive Officer, Board of Directors, Finance Committee, managers, government funders, Matawa First Nations leadership, and external auditors. The Finance Director ensures compliance with all applicable legislation, funding agreements, accounting standards, and policies of Matawa First Nations Management.

The role may supervise accounting and finance staff and provide financial guidance to program managers and leadership across multiple programs, departments, and funding streams operated by Matawa First Nations Management.

RESPONSIBILITIES

Financial Leadership and Strategy

- Develop and implement financial strategies that support the goals and long-term sustainability of Matawa First Nations Management.
- Advise the Chief Executive Officer and Board of Directors on financial matters, risks, opportunities, and strategic initiatives.
- Participate as a member of the senior leadership team in organizational planning and decision-making.
- Support economic development, community initiatives, and organizational growth through sound financial analysis and forecasting.

Financial Planning and Budgeting

- Lead the annual budgeting process and multi-year financial planning.
- Develop operating, capital, and program budgets in collaboration with management.
- Monitor financial performance against budgets and provide regular variance analysis.
- Prepare financial forecasts and cash flow projections.

Financial Management and Reporting

- Ensure accurate and timely preparation of monthly, quarterly, and annual financial statements.
- Maintain effective accounting systems, internal controls, and financial procedures.
- Monitor revenues, expenditures, investments, and assets of Matawa First Nations Management.
- Ensure proper allocation and reporting of program and funding expenditures.
- Prepare reports for senior leadership, Board committees, funders, and regulatory agencies.

Funding and Compliance

- Ensure compliance with contribution agreements, grants, contracts, and funding requirements.
- Oversee financial reporting to federal, provincial, Indigenous, and other funding agencies.
- Monitor funding utilization and identify financial risks related to funding agreements.
- Support proposal development by providing financial information and budget preparation.

Audit and Risk Management

- Coordinate annual audits and liaise with external auditors.
- Implement recommendations arising from audits and financial reviews.
- Develop and maintain effective internal controls and risk management practices.
- Ensure compliance with applicable legislation, accounting standards, taxation requirements, and policies of Matawa First Nations Management.

Staff Leadership

- Provide leadership, mentorship, and supervision to finance staff.
- Establish performance expectations and support employee development.
- Foster a collaborative, respectful, and culturally safe work environment.
- Promote continuous improvement and financial literacy throughout Matawa First Nations Management.

Indigenous Values and Community Engagement

- Support Matawa First Nations Management's commitment to Indigenous traditions, values, and community priorities.
- Build respectful relationships with community members, Elders, leadership, and partners.
- Incorporate Indigenous perspectives into financial planning and organizational decision-making.
- Demonstrate cultural awareness, humility, and respect in all aspects of work.

QUALIFICATIONS AND REQUIREMENTS

- Chartered Professional Accountant (CPA) designation required.
- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- Minimum 7–10 years of progressive financial management experience, including senior leadership responsibilities.
- Experience working with Indigenous organizations, First Nations governments, Tribal Councils, or Indigenous-led not-for-profit organizations is strongly preferred.
- Knowledge of funding agreements and reporting requirements related to Indigenous Services Canada and other government funding agencies is considered an asset.
- Valid Class G driver's license and ability to travel as required.
- Satisfactory Criminal Record Check and Vulnerable Sector Screening.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The Finance Director must possess knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS).
- Financial management, budgeting, forecasting, and cash flow analysis.
- Audit processes and internal control systems.
- Indigenous governance structures, First Nation administration, and Indigenous organizations.
- Federal and provincial funding agreements and reporting requirements.
- Financial software systems and accounting technologies.
- Payroll administration and related legislation.
- Risk management and organizational governance practices.
- Relevant legislation affecting not-for-profit, charitable, and Indigenous organizations in Ontario.
- Indigenous cultures, traditions, histories, and contemporary issues, particularly those affecting Matawa member First Nations.

Skills

- Financial analysis and strategic planning.
- Budget development and management.
- Financial reporting and presentation.

- Leadership and staff supervision.
- Project management and organizational skills.
- Negotiation and relationship management.
- Policy development and implementation.
- Conflict resolution and problem-solving.
- Written and verbal communication.
- Computer proficiency, including advanced spreadsheet and financial software skills.

Abilities

- Ability to provide strategic financial leadership.
- Ability to interpret complex financial information and communicate it clearly to diverse audiences.
- Ability to develop and maintain effective financial controls and systems.
- Ability to manage multiple priorities and meet deadlines.
- Ability to build positive working relationships with staff, leadership, funders, auditors, and community representatives.
- Ability to exercise sound judgment, discretion, and confidentiality.
- Ability to lead organizational change and continuous improvement initiatives.
- Ability to work respectfully within an Indigenous cultural environment.
- Ability to travel occasionally to Matawa member First Nations and other locations as required.

WORKING CONDITIONS

Physical Demands

- Prolonged periods of sitting and computer work.
- Frequent use of computers, calculators, and office equipment.
- Occasional lifting or carrying of files, office supplies, and equipment up to 20 lbs. (9 kg).
- Occasional travel to meetings, conferences, and community events.

Environmental Conditions

- Primarily office-based environment located within Matawa First Nations Management facilities.
- Regular interaction with staff, leadership, funders, auditors, and community stakeholders.
- Occasional travel in varying weather and road or air transportation conditions throughout Northern Ontario.
- Work may occur in community, administrative, or remote settings.

Sensory Demands

- Extended periods of reading financial reports, spreadsheets, funding agreements, and audit documentation.
- Frequent concentration while reviewing detailed financial data.
- Regular use of computer screens and virtual meeting platforms.
- Frequent verbal communication in meetings, presentations, and consultations.

Mental Demands

- High level of attention to detail and accuracy.
- Frequent analysis of complex financial information and funding requirements.
- Managing competing priorities and strict deadlines.
- Decision-making involving organizational resources and financial risk.
- Responding to audit, reporting, compliance, and funding pressures.
- Maintaining confidentiality while handling sensitive financial and personnel information.
- Supporting organizational leadership through strategic planning, problem-solving, and organizational growth initiatives

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.

Chief Executive Officer'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.