



CONSTANCE LAKE FIRST NATION

37 Wawaskashoo St - PO Box 4000

CONSTANCE LAKE, Ontario P0L 1B0

T: (705) 463-4511

Website: www.constancelake.ca

Employment Opportunity

Position	Associate Chief Financial Officer
Competition #	ACFO-08-2025
Salary Range	109,820 – 140,830
Location	Constance Lake First Nation
Posted	August 29, 2025
Closed	Open until filled

POSITION SUMMARY:

Constance Lake First Nation (CLFN) is seeking a motivated and detail-oriented Associate Chief Financial Officer to join our expanding Finance Department. The ACFO will support the CFO in managing CLFN’s overall financial operations, including budgeting, payroll, accounts, compliance, and financial reporting. This role is also a leadership opportunity—mentoring staff, strengthening financial systems, and serving as a key liaison between departments, Council, funding partners, and auditors. As part of a growing department, the ACFO will supervise the Finance Manager and a team of three staff, with the expectation that this team will continue to expand. This makes the role ideal for a candidate who wants to lead and shape a larger finance unit in the future. Designed as a succession role, the ACFO will be prepared to step into the CFO position, ensuring continuity and stability in CLFN’s financial leadership.

PREFERRED QUALIFICATIONS:

- Professional accounting designation (CPA, CA, CGA, CMA).
- Minimum 3–5 years progressive experience in accounting, financial management, or public-sector/First Nation finance.
- Strong knowledge of accounting software (Sage or equivalent).
- Experience preparing budgets, audits, and financial reports in a multi-program environment.
- Knowledge of federal/provincial funding frameworks and First Nation financial requirements.
- Strong leadership, mentoring, and team-building abilities.
- Excellent interpersonal, communication, and negotiation skills.
- High attention to detail with proven analytical skills.
- Ability to work under pressure with competing deadlines.
- Knowledge of Cree, Ojibway, or Oji-Cree is considered an asset.

DUTIES AND RESPONSIBILITIES:

- Assist the CFO with developing, managing, and monitoring annual operating and capital budgets.
- Oversee daily accounting functions including accounts payable, accounts receivable, payroll, and reconciliations.
- Prepare monthly, quarterly, and annual financial statements.
- Support year-end audit preparation and liaise with external auditors.
- Monitor compliance with federal/provincial funding agreements and financial standards.
- Assist with the development and enforcement of financial policies, procedures, and internal controls.
- Mentor finance staff and provide training to managers on budget management and financial reporting.
- Conduct financial analysis and forecasting to support Council decision-making.
- Represent the Finance Branch in committees and meetings as delegated by the CFO

Compensation & Benefits

- Competitive salary, commensurate with qualifications and experience
- Comprehensive health, dental, and pension benefits

To Apply: please submit your cover letter and resume, quoting competition #ACFO-08-2025 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.