



## Finance Manager Reporting to First Nation Administrator Administration Department

**PERMANENT  
FULL-TIME @ 35 HOURS  
PER WEEK**

### Normal Work Hours:

Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm

***\*flexing of hours  
required\****

### **Salary:**

Start Rate - **\$48.72 to  
\$52.83 per hour\***

\*While Alderville First  
Nation Salary Grid will  
apply – **start rate will be  
commensurate with  
experience.**

### **Benefits:**

- ☑ Paid Vacation!
- ☑ Paid time off over  
Holiday Shutdown!
- ☑ 14 Statutory  
Holidays!
- ☑ Paid Sick Leave!
- ☑ Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
- ☑ Pension Plan with  
Employer Match!

### **JOB SUMMARY:**

The **Finance Manager** is responsible for overseeing the financial health and sustainability of Alderville First Nation (AFN). This includes managing day-to-day financial operations, ensuring compliance with GAAP, and aligning finance practices with AFN policies and applicable legislation. The Finance Manager also provides leadership in modernizing accounting systems, incorporating automation, leading long-term strategic planning, and working with Chief & Council to establish and support a Finance Committee to strengthen governance and accountability.

### **KEY JOB FUNCTIONS:**

- Provides leadership, oversight, and coordination of all financial operations for AFN and its programs.
- Ensures compliance with GAAP, AFN policies, and government regulations.
- Oversees upgrades to accounting systems, incorporating automation and process improvements to increase efficiency, accuracy, and transparency.
- Leads strategic financial planning, including long-term sustainability, investment strategies, and infrastructure planning.
- Establishes and supports a Finance Committee to provide oversight, transparency, and guidance on financial matters.
- Reviews and updates AFN's Finance Policy to ensure alignment with best practices, regulatory changes, and organizational needs.
- Prepares and presents regular financial statements, variance reports, cash flow analysis, and budget forecasts for Chief & Council, the Administrator, and Program Managers.
- Oversees payroll, accounts payable, accounts receivable, banking, and grant payment processes.
- Reconciles program and organizational accounts and ensures readiness for audit.
- Develops, implements, and maintains AFN's Financial Rules & Regulations.
- Monitors government legislation and funding frameworks, advising on risks and opportunities.
- Provides financial guidance to Program Managers for budgeting, forecasting, and reporting.
- Leads Finance Department staff, including mentoring, performance management, training, and recruitment.
- Prepares and delivers monthly financial and activity reports to the Administrator.

**MINIMUM QUALIFICATIONS:**

*Minimum schooling:*

- Post-secondary degree or diploma in Accounting, Finance, Business Administration, or a related field.
- Certified Aboriginal Finance Manager (CAFM) designation, *or willing to obtain*.

*Required Experience:*

- 5+ years' management experience in a senior-level finance role, ideally within a First Nation or Indigenous organization.

*Specialization required:*

- Strong understanding of legislation and funding frameworks governing First Nations.
- Expertise in financial systems and process automation.
- Knowledge of Indigenous culture, traditions, and community dynamics.

*Considered an asset:*

- CPA designation or progress toward certification.
- Experience in implementing accounting system upgrades.

*Minimum Requirements:*

- Valid driver's license and \$1M liability insurance.
- CPIC acceptable to position upon conditional offer.

**PREFERRED EXPERIENCE:**

- Extensive experience in general ledger, financial reporting, and audit preparation.
- Strong background in financial planning, budgeting, and investment strategy.
- Proven experience in leading process improvements and automation initiatives.
- Supervisory and leadership experience in a multi-staff finance environment.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY: *Thursday, September 25<sup>th</sup>, 2025.***

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

**Note:**

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*AFN Chief & Council retain the right to make the final decision on the selection of the successful candidate.*