



ONTARIO FIRST NATIONS  
TECHNICAL SERVICES  
CORPORATION



**Head Office**  
78 First Line Road - Unit 202, Box 8  
New Credit Commercial Plaza  
Hagersville, ON N0A 1H0  
(905) 768-3399

**Brantford Service Centre**  
195 Henry Street - Building #4, Unit #3  
Brantford, ON N3S 5C9  
(226) 493-0225

**Thunder Bay Service Centre**  
1159 Alloy Drive - Suite 202  
Thunder Bay, ON P7B 6M8  
(807) 623-9595

**Atikameksheng Anishnawbek**  
609 Gabode Drive  
Naughton, ON P0M 2M0



info@ofntsc.org



ofntsc.org

## Finance Manager (Controller)

**Location:** New Credit / Brantford

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote self-sufficiency, and foster economic growth within these communities.

As a member of the OFNTSC team, the Finance Manager is responsible for overseeing all accounting and finance operations, ensuring compliance with policies, procedures and accounting principles and best practices.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

### Responsibilities:

- Overall responsibility for all accounting operations including AR, AP, Payroll, bank entries, journal entries and reconciliations ensuring accuracy and compliance. This includes all entries, coding and addressing and responding to internal and external queries.
- Responsible for the full accounting cycle including month-end and year-end processes, reconciliations, financial statement preparation, reporting and Audit. Reporting includes monthly and quarterly reporting to the Senior Management Team and the Board.
- Monitors and improves financial controls, risk management, and operational efficiencies ensuring that organization financial policies and procedures comply with applicable legislation and regulatory frameworks and reflect best practices.
- Coordinate audit and tax filing engagements in partnership with external advisors.
- Partner with the Senior Management Team and the Board to provide financial insights and support strategic planning.
- Build relationships across the organization and be recognized as a partner to the operations teams.
- Support budgeting and forecasting processes.
- Responsible for the administration and management of OFNTSC's financial system in partnership with external advisors. This includes the evaluation of platform and suggestions for improvements.



- Streamline accounting functions to drive automation and efficiencies, including identifying and implementing continuous improvements.
- Oversee the integrity, retention, and compliance of financial records and documentation with regulatory and organizational standards.
- Ensure payroll processes comply with all requirements, including accurate remittances, year-end filings, and remittance of pension and benefits.
- Develop, coach and mentor Finance team members.

## Qualifications:

- CPA Designation.
- University degree in business administration, commerce, finance or related study area. MBA preferred.
- A minimum of 4-6 years of progressive experience.
- Sensitivity to the unique needs of First Nations peoples.
- Extensive knowledge of all Microsoft Office programs and experience with Sage 300 Accounting software is an asset.
- Strong accounting and financial reporting with full-cycle accounting, audits, controls and compliance.
- Excellent financial leadership and collaboration skills, with the ability to coach staff, set clear expectations, and ensure work is completed accurately and efficiently and on time.
- Must be bondable.

## Conditions:

- Some out of town traveling required through the province of Ontario.
- Reliable and insured vehicle and Valid driver's license

\*Priority will be given to First Nations applicants that meet the mandatory requirements.

Come join our growing  
organization!

• • • • •

Abi wiji'én ndo  
wiji-nakiindwin myaajiiging

• • • • •

Taskwatia'táhrhahs ne onkwentióhkwa  
né:ne iotehiahróntie!

In efforts to promote the safety, security, and well-being of staff members, communities, and people we come into contact with, the OFNTSC Human Resources department will be giving preference to applicants who have proof of two full doses of a Health Canada-approved COVID-19 vaccination.





## *APPLY HERE*

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label as **[LastName\_FirstName\_Finance Manager]**.

We thank all applicants, however, only those receiving an interview will be contacted.

