



JOB OPPORTUNITY

Financial Controller

Scope

Under the direction of the Band Administrator, the Financial Controller is responsible for overseeing the financial management of Animbiigoo Zaagi'igan Anishinaabek. The position ensures that financial operations are conducted in accordance with approved policies and procedures of the First Nation, the First Nations Financial Management Board, and applicable funding agreements.

The Financial Controller provides financial oversight, prepares financial reports, supports leadership in financial decision-making, and supervises finance staff to ensure effective and accountable financial management.

Key Responsibilities

- Prepare and oversee the annual budget, including analysis based on previous financial performance.
- Establish and maintain accounting systems, including transaction records, balance monitoring, and monthly financial statements.
- Maintain organized financial filing systems and documentation.
- Administer and maintain banking arrangements, including borrowing and investment accounts where applicable.
- Monitor accounts receivable and accounts payable, ensuring receipts and payments are processed in a timely manner.
- Oversee payroll processing, living allowances, and honoraria payments.
- Prepare documentation and coordinate annual audits with external auditors.
- Serve as a signing authority for First Nation bank accounts, as required.
- Administer the Group Insurance and Pension Plan, including enrollments, adjustments, and reporting.
- Prepare regular financial reports for Chief and Council, including monthly, quarterly, and annual reports.
- Provide financial advice and guidance to Chief and Council and senior administration.
- Supervise and support finance department staff.
- Perform additional duties as assigned by the Band Administrator.

Qualifications

- Strong understanding of accounting and financial management practices.
- CPA designation (Chartered Professional Accountant) or other recognized accounting designation is considered a strong asset.
- Experience working with Indigenous Services Canada (ISC) funding reporting, contribution agreements, and government funding requirements is considered an asset.
- High level of accuracy, attention to detail, and organizational skills.
- Strong analytical thinking, planning, and problem-solving skills.
- Ability to maintain confidentiality and financial integrity.
- Strong leadership, teamwork, and communication skills.
- Ability to work effectively in high-pressure situations and meet deadlines.
- Proficiency with Microsoft Office (Excel, Word, Outlook).
- Education or experience in Accounting, Finance, or Business Administration is preferred.
- Experience working within First Nation administration or government-funded programs is considered an asset.

Other Job Requirements

- Must be bondable.
- Commitment to long-term employment with Animbiigoo Zaagi'igan Anishinaabek.
- Travel may occasionally be required.
- May be required to provide a CPIC (Criminal Record Check) upon request.

Location: Animbiigoo Zaagi'igan Anishinaabek – Beardmore, Ontario

Salary: \$90,000 – \$120,000 annually, based on qualifications and experience

How to Apply

Please forward your resume, cover letter, and three references to:

Sabrina Nord
Human Resource Officer
Animbiigoo Zaagi'igan Anishinaabek
Box 120
Beardmore, Ontario P0T 1G0

Email: hr@aza.ca
Phone: 807-853-1641

We thank all applicants for their interest; however, only those selected for an interview will be contacted.