



Chippewas of the Thames First Nation

320 Chippewas Road Muncey, ON N0L 1Y0

Phone 519-289-5555 Fax: 519-289-

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Financial Accountant
Department: Finance Department
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Posting Date: Thursday October 9th, 2025
Posting Date: Thursday October 30th, 2025

Summary:

Under the direction of the Finance Director and in collaboration with the Comptroller, the Financial Accountant performs full-cycle accounting and supports month-end and year-end closings. The role prepares and analyzes financial statements and reports; reconciles general ledger, subledgers, and bank accounts; maintains accurate financial records; assists with budgeting and forecasting; ensures compliance with our Financial Administration Law, First Nations Financial Management Act, GAAP and all other applicable federal/provincial regulations, and collaborates with senior accountants and cross-functional teams. The position leverages accounting software and advanced Excel to deliver timely, reliable financial information for decision-making.

Responsibilities:

- Under supervision of the Finance Director, responsible for day-to-day accounting, including GL maintenance, journal entries, accruals/deferrals, and subledger reconciliations to the GL.
- Assist Finance Director in all financial reporting preparation of balance sheets, income statements (P&L), and management reports; ensure accuracy and timely delivery; assist with working papers and note disclosures.
- Contribute to timely and accurate financial month-end and year-end closes (schedules, reconciliations, adjusting entries, variance analysis); assist with internal/external audits.
- Support preparation of annual budgets and periodic forecasts; compile cost/revenue assumptions and assist with variance commentary.
- Analyze financial information, costs, revenues, and commitments to identify trends, risks, and opportunities; provide insights to support decision-making.
- Maintain records in accordance with GAAP and internal policies; support compliance with federal and provincial financial regulations and funding agreement requirements; recommend process/control improvements.
- Work closely with all Finance Staff and cross-functional teams on accounting projects and continuous improvement initiatives.
- Maintain a digitized accounting filing system for all financial reporting and audit needs. department.
- Identify opportunities to streamline reporting, templates, and workflows.
- Other finance-related duties as required to meet departmental needs.



Chippewas of the Thames First Nation

320 Chippewas Road Muncey, ON N0L 1Y0

Phone 519-289-5555 Fax: 519-289-

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field preferred; a college diploma in accounting/finance (or equivalent combination of education and experience) will be considered.
- CPA designation in progress or interest in pursuing is considered an asset.
- 2–4 years of progressive accounting experience with exposure to full-cycle accounting (GL, AP/AR, bank/credit card reconciliations, journal entries, month-end close, audit support).
- Candidates with less formal experience but strong technical skills (e.g., advanced Excel, ERP proficiency) and a demonstrated desire to learn will also be considered.
- Proficiency with accounting software (e.g., Sage 300/Accpac or similar) and Microsoft Excel (pivot tables, lookups, reconciliations)
- Strong analytical ability; exceptional attention to detail and accuracy; clear written and verbal communication; ability to prioritize, meet deadlines, and work collaboratively across departments while maintaining confidentiality and high ethical standards.
- Experience working with First Nations communities is an asset and strongly preferred.

Hiring of Indigenous people will be given preference, please identify.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Financial Accountant" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.