

Director of Finance

<https://www.moosedeerpoint.ca/>
3720 Twelve Mile Bay Rd, Mactier, ON

\$90,000–\$110,000 a year - Permanent, Full-time

Full job description

Moose Deer Point First Nation is seeking an experienced, collaborative, and strategic **Director of Finance** to join our Senior Leadership Team.

Reporting directly to the Chief Executive Officer (CEO), the Director of Finance is responsible for the overall financial leadership of the organization. The Director provides strategic financial advice to the CEO, Chief and Council, and works collaboratively with all Directors to support informed decision-making, long-term financial sustainability, and organizational accountability.

This position oversees all financial operations, including budgeting, forecasting, financial reporting, cash flow management, audit coordination, funding compliance, financial risk management, and internal controls. The Director of Finance also supervises Finance team, ensuring the day-to-day financial functions of the organization are carried out accurately, efficiently, and in accordance with legislation, funding agreements, accounting standards, and Moose Deer Point First Nation policies.

The Director of Finance is expected to think strategically while maintaining a strong operational understanding of the organization's financial position and future needs.

Key Responsibilities

- Provide strategic financial leadership and advice to the CEO, Chief and Council, and Senior Leadership Team.
- Lead the development of the annual operating and capital budgets in collaboration with all Directors.
- Prepare multi-year financial forecasts and long-term financial plans to support organizational priorities.
- Monitor organizational financial performance and provide regular analysis and recommendations.
- Prepare monthly, quarterly, and annual financial reports for the CEO, Chief and Council.

- Develop financial models and business cases to support capital projects, funding opportunities, and strategic initiatives.
- Ensure compliance with all funding agreements, legislation, Public Sector Accounting Standards (PSAS), and organizational financial policies.
- Lead the annual audit process and serve as the primary liaison with external auditors.
- Oversee cash flow management, investments, banking relationships, and financial risk management.
- Maintain strong internal controls and continuously improve financial systems and processes.
- Supervise, mentor, and evaluate two Finance Clerks while fostering a positive, collaborative, and accountable work environment.
- Oversee accounts payable, accounts receivable, payroll, bank reconciliations, and general ledger functions through appropriate supervision and quality assurance.
- Support Directors in developing departmental budgets, monitoring expenditures, and interpreting financial information.
- Review financial reports required by Indigenous Services Canada, other government agencies, and external funding partners.
- Ensure all statutory remittances, payroll obligations, tax filings, and year-end reporting requirements are completed accurately and on time.
- Develop, review, and maintain financial policies, procedures, and internal controls that reflect best practices.
- Participate as a member of the Senior Leadership Team in organizational planning, policy development, and continuous improvement initiatives.
- Protect the confidentiality of all financial, employee, member, and organizational information.
- Perform other duties as assigned by the CEO.

Qualifications

- Chartered Professional Accountant (CPA) designation in good standing is preferred. Combined education and extensive senior financial management experience may be considered.
- Minimum five (5) years of progressively responsible financial management experience, including leadership and staff supervision.
- Experience developing and managing complex organizational budgets and long-term financial plans.
- Thorough knowledge of Public Sector Accounting Standards (PSAS).
- Experience working with Indigenous Services Canada funding agreements and reporting requirements is considered a strong asset.
- Experience working in a First Nation government, Indigenous organization, municipality, or other public sector environment is preferred.
- Experience working with various government and self-governing funding agreements.
- Knowledge and respect for indigenous history, culture, and traditions would be an asset.
- Strong leadership, communication, and relationship-building skills.
- Demonstrated ability to interpret complex financial information and communicate it clearly to both financial and non-financial audiences.
- Excellent analytical, organizational, and problem-solving abilities.
- Advanced proficiency with financial software, Microsoft Excel, and Microsoft Office applications.
- Ability to maintain the highest level of confidentiality and professionalism.
- Valid Ontario driver's licence and reliable transportation.
- Ability to provide a satisfactory Criminal Record Check.

What We Offer

- Competitive salary based on qualifications and experience.
- Comprehensive benefits package.
- Pension plan.
- Professional development opportunities.

- Supportive and collaborative work environment.
- Opportunity to contribute to the long-term financial sustainability and success of Moose Deer Point First Nation.

Licence/Certification:

- Chartered Professional Accountant (preferred)
- AFOA (preferred)