



## **MARTEN FALLS FIRST NATION #65**

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Ogoki Post, Ontario P0T 2L0 Tel: (807) 349-2509 Fax: (807) 349-2511

### **Internal and External Job Posting**

Position: Director of Finance (Full-Time)

Start Date: March 2025

Location: Thunder Bay Office (11 7<sup>th</sup> Avenue)

Posting Closing Date: February 14, 2025

### **The Community:**

The Marten Falls First Nation reserve is located at the intersection of the Ogoki and Albany Rivers. It is approximately 400km to the northeast of Thunder Bay. Accessible by air and via winter road. The closest city with year-long road access is Nakina, which is located approximately 200 km to the south. The proximity to the rivers coupled with forests full of White Spruce, Cedar, Balsam, Pine and Tamarack trees allow both ecosystems to thrive. Numerous fish species including pickerel, trout, pike, whitefish and sturgeon and animals such as caribou, bears, moose, beavers, martens, etc. are native to the Marten Falls reserve land.

### **Reports To**

The Director of Finance reports to and is under the direct supervision of the Band Manager and Chief and Council

### **Job Overview**

The Director of Finance is responsible for providing financial leadership, oversight, and strategic direction for the financial operations within the Marten Falls First Nations community. This includes developing and implementing financial policies, managing budgets, preparing financial reports, and ensuring compliance with funding agreements and regulations. The Director works closely with the leadership team and Chief and Council to support the financial health and sustainability of the community's programs and initiatives.

### **Responsibilities and Duties**

- Develop and manage annual budgets in collaboration with the Chief, Council, and other department heads.
- Oversee the budget planning process, including forecasting, resource allocation, and funding requirements for community programs.
- Provide financial insights and recommendations to support strategic planning and decision-making.
- Prepare and present accurate monthly, quarterly, and annual financial reports for Chief and Council, and government funding agencies when required.
- Monitor cash flow, financial trends, and budget performance to ensure the community's financial stability.
- Ensure timely and accurate financial reporting in compliance with funding agreements, regulations, and policies.
- Develop and implement financial policies and procedures to enhance financial integrity, transparency, and accountability.
- Coordinate with external auditors and facilitate the annual audit process.
- Implement and maintain internal controls to protect the community's assets and prevent fraud or mismanagement.
- Address audit findings and implement corrective actions as needed.

- Collaborate with department heads to provide financial support and guidance for their initiatives.
- Oversee the management of funding agreements, including compliance with reporting and budget requirements.
- Monitor grant expenditures to ensure alignment with grant requirements.
- Advise Chief and Council on financial risks associated with programs, projects, and investments.
- Other duties as assigned.

### **Qualifications and Skills:**

- Bachelor's degree in finance, accounting, business administration, or a related field; A certified public accountant (CPA) or certified management accountant (CMA) designation or equivalent is an asset.
- Minimum of 5-7 years of experience in financial management, cost accounting, and financial analysis, preferably within a First Nations organization or non-profit sector.
- Strong knowledge of financial principles, budgeting, forecasting, and reporting.
- Familiarity with Indigenous funding structures, compliance requirements, and financial regulations.
- Demonstrated experience in leadership, strategic planning, and policy development.
- Strong analytical, communication, and interpersonal skills.
- Knowledge of Indigenous culture, values, and the unique financial challenges within First Nations communities is an asset.
- Ability to work effectively in a fast-paced environment and manage multiple priorities.
- Proficiency in Anishnabemowin is an asset;

### **Working Conditions:**

- Typical office environment with occasional travel required into Marten Falls First Nations
- Ability to attend evening and weekend meetings or events as needed.
- Primary location is in Thunder Bay

### **Compensation and Benefits**

- Salary is based on experience and education.
- Extended Health, Dental and Vision care
- Paid Time off (PTO)

As part of our recruitment process you would be required to provide a current Police Vulnerable Sector Check (PVSC).

**Application Process:** Interested candidates should submit a resume, and Three (3) recent references to the Human Resources Department.

Stella Idogho, RPR Human Resources Manager  
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