



**"Working Together"**

**M** \*  
*Atikameksheng  
Anishnawbek*

**A** \*  
*Sagamok  
Anishnawbek*

**M** \*  
*Serpent River  
First Nation*

**A** \*  
*Mississauga  
First Nation*

**W** \*  
*Thessalon  
First Nation*

**E** \*  
*Garden River  
First Nation*

**S** \*  
*Batchewana  
First Nation*

**W** \*  
*Batchewana  
First Nation*

**E** \*  
*Batchewana  
First Nation*

**N** \*  
*Batchewana  
First Nation*

**The  
North  
Shore  
Tribal  
Council**

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Highway 17 East  
Cutler ON  
P0P 1B0

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[www.mamaweswen.ca](http://www.mamaweswen.ca)

## EMPLOYMENT OPPORTUNITY

### Chief Finance Officer (CFO)

Full Time

Annual Salary Range - \$175,000 - \$185,000

Mamaweswen, The North Shore Tribal Council invites applications for the position of Chief Finance Officer (CFO).

#### Purpose

Under the direction of the Chief Executive Officer (CEO), the role of Chief Finance Officer (CFO) is uniquely positioned at the intersection of three closely aligned corporations, requiring direct collaboration with the Mamaweswen, The North Shore Tribal Council and Executive Directors of both Maamwesying, North Shore Community Health Services and Benbowopka Treatment Centre. The CFO plays a key role in fostering the financial implementation of strategic priorities that align with the executive-level decisions provided by each corporation.

#### Responsibilities:

The Chief Finance Officer shall perform the following duties:

##### Administrative Oversight

- Oversight of the Finance Department functions and manage staff.
- Coordinate, plan, process and monitor the Department accounting system and ensure that financial records are complete and accurate and prepared on a timely basis.
- Coordinate, exchange, interpret and explain financial legislation, regulations to NSTC Staff and related organizations

##### Annual Audit Oversight

###### Audit Planning & Preparation

- Coordinate the annual audit process with external auditors (e.g., MNP).
- Ensure timely preparation and review of financial statements and working papers.
- Confirm that all required documentation (general ledger, trial balances, schedules, etc.) is accurate and ready for auditor review.

###### Compliance & Internal Controls

- Maintain and improve internal controls to safeguard assets and ensure accurate financial reporting.
- Address auditor recommendations from prior years and implement corrective action plans.

###### Liaison with Auditors

- Serve as the primary point of contact between the organization and the audit team.
- Facilitate audit fieldwork and resolve issues or questions raised by auditors.

###### Financial Integrity & Transparency

- Ensure that financial reporting is complete, accurate, and transparent.
- Certify year-end financial statements for approval by leadership and/or the board.

**Audit Committee Support**

- Prepare briefing notes, financial summaries, and risk updates for the Audit or Finance & Audit Committee.
- Report on audit status, timelines, and any material issues encountered during the process.
- Help interpret financial data and audit findings for committee members who may not have a finance background.

**Post-Audit Activities**

- Respond to audit management letters and findings.
- Coordinate the development and tracking of a post-audit action plan.

**Long-Term Financial Planning**

- Develop multi-year financial forecasts aligned with organizational goals and funding commitments.
- Ensure financial sustainability through prudent reserve, capital, and debt management strategies.

**Strategic Budgeting**

- Align annual budgeting processes with the organization's strategic plan and priority initiatives.
- Work with the program leads to assess financial viability of new projects or expansions.
- Ensure that financial plans support community-driven goals, including infrastructure, health, and economic development initiatives.

**Data-Driven Decision Support**

- Provide leadership with key financial insights, performance dashboards, and risk analysis.
- Identify and monitor key financial indicators that guide strategic decisions.

**Business and Program Development**

- Lead financial analysis for major capital projects, new funding streams, or joint ventures.
- Support grant proposals, business cases, and investment strategies with credible financial modeling.

**Cross-Functional Collaboration**

- Participate in strategic planning sessions with senior leadership, Chief & Council, and community stakeholders.
- Support the integration of finance with HR, IT, communications, and operations to align financial planning with organizational growth.

**Governance & Accountability**

- Advise the Board, Finance & Audit Committee, and Executive Director on financial strategy and long-term planning.
- Ensure alignment between operational plans and fiscal accountability measures.
- Lead strategic risk management, identifying financial threats and mitigation strategies.

## Qualifications

### The CFO shall possess:

- Bachelor's degree in Accounting, Finance or related field
- Professional accreditation (e.g., CGA, CPA, CA).
- Extensive experience in financial management with a minimum of four years experience.
- Thorough knowledge of fund accounting, to include sound understanding of overall accounting processes, financial statement preparation and related disclosures.
- Knowledge of federal regulations, especially those covering the Department of Indian and Northern Affairs.
- Familiarity or experience specifically with complex, non-profit fiscal systems, Tribal Councils and First Nations Governments, concepts, and application of financial management systems.
- Professional level account experience including areas of general accounting, fixed assets and depreciation.
- Familiar and direct experience working with First Nation/Native peoples, community service delivery and non-profit Organizations. As well, knowledge of current First Nation political and business environments.
- Excellent written and verbal communication skills requiring the ability to communicate with a variety of community, technical, and senior audiences.
- High degree of proficiency in computer software application such as, SAGE Accounting, Microsoft 365 and Windows Pro 11.

## Work Site Location

473 "A", HWY 17 East, Cutler, ON

**DEADLINE FOR SUBMISSION:** No later than 4:00 p.m. September 5, 2025

**Apply Online at:** <https://nstc.bamboohr.com/careers>. **Please provide letter of application, resume and 3 references along with proof of education.**

A full job description is available upon request. Please email [julie.woods@mamaweswen.ca](mailto:julie.woods@mamaweswen.ca)

Miigwetch to all that apply. Only those selected for an interview will be contacted.