



Kinnoomaadziwin Education Body

FINANCE OFFICER

Full-Time Permanent Employment

SUMMARY

The Finance Officer reports to the Finance Manager of the Kinnoomaadziwin Education Body (KEB) and is responsible for providing financial and administrative services that ensure effective, efficient, and accurate financial operations. The Finance Officer must comply with the Generally Accepted Accounting Principles, the KEB Finance Policy, Compensation Policy, and the KEB Human Resources Policy.

DUTIES AND RESPONSIBILITIES

- Verifying that all KEB transactions comply with financial policies and procedures;
- Maintaining bank reconciliations, the general ledger, and ensuring accurate data entry;
- Reviewing and processing visa reconciliations;
- Processing payroll and preparing remittance notices for source deductions;
- Registered Pension Plan, Ontario Teachers' Pension Plan, and Health Benefit Plan;
- Assisting with the preparation of T4 and T4A at year end;
- Assisting with the preparation of monthly and quarterly financial reports for external stakeholders;
- Assist with the development of the fiscal year budget;
- Assisting with the monthly and quarterly financial statements for the Board of Directors and KEB management;
- Reviewing financial policies and procedures on an annual basis and providing recommendations for amendments and additions to the Finance Manager;
- Developing draft finance processes, including instructional guides and finance forms, for recommendation to the Finance Manager;
- Assisting with the annual audit of the KEB's financial statements;
- Maintaining an accurate chart of accounts;
- Supporting the effective use and ongoing maintenance of the KEB's electronic financial software (Sage 300 Accounting);
- Maintaining accurate and organized electronic financial files, and hard-copy files where appropriate;
- As required, attend and participate in meetings with the Board of Directors, KEB committees and working groups;
- Providing initial support to new employees to ensure their understanding and compliance with visa reconciliations, etc.;
- Maintaining knowledge of financial legislation and accounting practices to advise and make recommendations to the Finance Manager for consideration;
- Supporting the development of financial communications for KEB employees, as requested by the Finance Manager; and
- Assisting with the annual development of financial planning cycles, fiscal priorities, and finance-related work plans, including an annual performance work plan.
- Supporting the implementation of the KEB's strategic plan, as it relates to financial administration.

QUALIFICATIONS AND EXPERIENCE

- College Diploma or University Degree in Business Administration, Finance, Accounting, or a related field
- Must have at least three to five (3 to 5) years of recent and successful financial employment experience within an office administration environment.
- Experience with budget, accounting, and reporting systems.
- Strong working knowledge of Generally Accepted Accounting Principles and relevant employment legislation/regulations.
- Advanced proficiency with Sage 300 Accounting software, spreadsheet programs and other financial applications.
- Strong working knowledge of Indigenous Financial Management.
- Strong working knowledge of the GST/HST and Indigenous Peoples rebates

- Strong working knowledge of Not-for-Profit organizations.
- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers.
- Knowledge of payroll procedures and group benefit programs.
- Effective attention to detail and a high degree of accuracy.
- Ability to maintain confidentiality concerning financial and employee files.
- Excellent interpersonal, team building, bookkeeping, analytical, time management and problem-solving skills.
- Excellent written and verbal communications skills.
- High level of proficiency with Microsoft Office productivity suite.
- Dependability, flexibility, and adaptability to changing circumstances.

OTHER

- Valid driver's licence.
- Satisfactory criminal records check and must be bondable.
- Ability to speak Anishinaabemowin or Lunaapeew is an asset.
- The hours of employment are 35 hours per week, Monday through Friday, between 8:30 am and 4:30 pm with a one-hour break for lunch. With notice, some overtime may be required on weekends or during the evenings.
- Flexible work location.

LOCATION & HOURS OF WORK

This position offers flexibility, with workdays split between a home office and the KEB head office, located at Suite 100-132 Osprey Miikan, Nipissing First Nation, North Bay, ON P1B 8G5. Regular hours are 8:30 am to 4:30 pm, including a one-hour lunch break. The role may sometimes require travel or working overtime, such as on evenings or weekends.

SALARY & BENEFITS

The salary range for this position is \$65,345.00 to \$81,769.00, with final compensation determined based on qualifications, experience, and demonstrated competencies. In addition, we provide a competitive benefits package—including health, dental, and vision coverage—a pension plan (Ontario Teachers' Pension Plan or Group Pension Plan), and a supportive work environment focused on your ongoing professional development.

CLOSING DATE

Applications for this position will be accepted until **4:30 p.m. on Wednesday, February 11, 2026**. Interviews will take place the week of **February 16 to 20, 2026**. Only applicants selected for an interview will be contacted.

HOW TO APPLY

We encourage applications from members of the Participating First Nations or individuals of Indigenous ancestry. Proficiency in Anishinaabemowin or Lunaapeew is an asset, though a willingness to learn is equally valued.

The successful candidate will be required to hold a valid driver's license, submit a satisfactory criminal records check, and comply with KEB's policies.

Please submit your resume, cover letter, and three work-related references to:

Colleen Sheriff
Human Resources Officer
Kinoomaadziwin Education Body
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kebhr@a-e-s.ca
807-889-1260