KINOOMAADZIWIN EDUCATION BODY
FINANCE MANAGER
PERMANENT FULL-TIME JOB POSTING

Updated Posting: This position is a flexible position, with a rotating schedule between a home office location and the KEB head office on Nipissing First Nation at Suite 100-132 Osprey Miikan, North Bay.

SUMMARY

The Finance Manager provides financial and accounting support services in a timely and accurate manner in accordance with the best accounting practices for the Kinoomaadziwin Education Body (KEB). The position works closely with the Funding Agreements Manager and reports to the Director of Education and provides support to the KEB Board of Directors, the Finance Committee and, as required, the Human Resources Committee. The Finance Manager has the full responsibility of ensuring sound financial management and proper accounting.

DUTIES AND RESPONSIBILITIES

Responsible for the overall financial management of the KEB, the Finance Manager will initiate and maintain effective financial practices for the KEB, including:

- Completing variance analyses
- Preparing monthly and quarterly financial statements for the Board of Directors and KEB management.
- Completing year-end audit and maintaining systems of readiness for financial audit.
- Overseeing the process for the KEB employee payroll, benefits, and pension.
- Overseeing the process for approval and release of payment files
- Overseeing accounts receivable and accounts payable, in accordance with the KEB finance policies.
- Authorizing purchases and overseeing the asset management of major office equipment and furniture.
- Overseeing the maintenance of KEB credit cards and other assets to ensure longevity and proper use by employees and others.
- Supporting tax preparation, auditing, banking, investments, and other financial needs, as necessary;
- Ensuring the daily supervision of finance staff, including:
    - the implementation of employee work plans;
    - reviewing and approving weekly time sheets and leave requests; and,
    - conducting annual and interim performance evaluations.
- Supporting the implementation, compliance, and reporting of funding agreements with Canada, Ontario, Participating First Nations (PFNs), organizations and other contracts.
- Supporting the collection and analysis of financial data and information related to KEB administration, projects, and initiatives.
- Preparing various financial communications to the PFNs, the Board of Directors, KEB staff and other stakeholders.
- Tracking the AES and KEB status and performance to identify areas for potential improvement and reporting these potential improvements to the Director of Education.

- Participating in the annual planning processes for the KEB and advising on financial supports for proposed activities and work plans.
- Supporting the Director of Education with the implementation of strategic directions from the PFNs and the Board of Directors and providing leadership in resolving key financial issues.
- Advising the KEB on financial matters and leading the review of financial policies and processes are essential duties within this position.
- Identifying and evaluating the risks to the AES' property and finances and developing strategies to minimize the risks for the Director of Education to review;
- Ensuring there is redundancy built into the KEB financial management system to preserve and protect the financial records and information;
- Attending and participating in meetings with the Board of Directors, KEB committees and working groups, as identified by the Director of Education.

Other

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications, establishing personal networks, and participating in professional organizations/societies. As required, the Finance Manager will perform other duties that support the Director of Education, and the overall financial position of the KEB.

QUALIFICATIONS, EXPERIENCE & EDUCATION

- A designation in accounting (CPA or a degree/diploma in Accounting and/or Finance) with at least 5 years' experience working with a non-profit Indigenous organization or education organization in a finance position
- Demonstrated supervisory and leadership experience
- Sound knowledge of modern bookkeeping and accounting principles
- Willing to become a member of the Aboriginal Finance Officers Association (AFOA)
- Strong written and verbal skills
- Effective organizational abilities and superior attention to detail
- Ability to multi-task, prioritize workloads and work in a fast-paced environment
- Willingness to acquire ongoing training, as needed
- Satisfactory criminal records check
- Strong interpersonal skills, dependability and reliability
- Computer literacy (including Microsoft Office Suite, Sage Accounting)
- Must be willing to work in a team environment and travel on occasion

HOURS OF WORK & LOCATION

This is a flexible position that will function on a rotating schedule of days at a home office location and days at the KEB head office on Nipissing First Nation at Suite 100-132 Osprey Miikan North Bay, ON P1B 8G5. The standard working hours are from 8:30 am and 4:30 pm, with a one-hour break for lunch.

SALARY & BENEFITS

The salary range for this position is $119,281.15 to $126,545.37 based on your qualifications, experience, and competencies. We offer a competitive benefits package (health, dental, vision), a pension plan (Ontario Teachers' Pension Plan or Group Pension Plan), and a supportive work environment dedicated to your professional growth.

CLOSING DATE

We are accepting applications until 4:30 p.m. on Wednesday, **November 18, 2026**. Interviews are scheduled for the week of **November 23, 2026**. Please note that only those 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 Manager
Kinoomaadziwin Education Body
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