



Nakiiwin Azheyaaksin Employment Opportunity Finance Officer (2)

The Wikwemikong Co-ordinated Financial Services Unit is seeking applications from qualified individuals to apply for the position of Finance Officer. Working under the supervision of the Chief Finance Controller previously (*Band Finance Manager*), the Finance Officer will perform various general accounting and bookkeeping duties for the WUT and related companies.

The responsibilities within this position are flexible and may be adjusted according to community and organizational needs and priorities.

Responsibilities

- Generate monthly financial statements for distribution to Program Managers, Finance & Administration Committee, and Chief and Council
- Review financial statements and general ledger listings with Program Managers, prepare adjustments as required
- Review transactions, then record and post transactions to the general ledger
- Perform reconciliations for various accounts
- Maintain general bookkeeping for WUT affiliated entities (Wikwemikong Development Commission *Enaadmaagehjik*, Wii-ni n' gutchtood L.M.S., Your Dollarstore with More, Rainbow Ridge Golf Course.
- Assist program managers with preparing financial reports for funders
- Assist program managers with budgets and record budget data to the financial accounting system
- Assist other finance personnel
- Other duties as required

Requirements

- Excellent knowledge of financial management systems
- Must be proficient in Microsoft Office Suite applications
- Familiarity with quality management systems
- High standards of ethics and maintain confidentiality when handling sensitive information
- Strong organizational skills
- Ability to work in a multi-tasking environment
- Excellent written and oral communication skills
- Strong interpersonal skills
- Ability to work independently
- Ability to learn and implement new concepts
- Exercise good judgment, show initiative and be proactive
- Able to be work overtime when evening work is required
- Knowledge of Anishnaabemowin and culture and committed to continual learning and development.

Salary Range: \$65,009, Grade 5, Step 1

Posting Date: November 26, 2025

Closing Date: Until Filled

Please submit a covering letter, resume, copies of diplomas and or certificates, and 3 work related references (within the last three years) to:

Confidential: Finance Officer Position
19A Complex Drive, PO Box 112
Wikwemkoong Unceded Indian Reserve
Wikwemkoong, ON POP 2J0
erc@wikwemkoong.ca

We thank all interested applicants. Only those selected for an interview will be contacted.
Please submit copies as there is no return of submissions. Late submissions will not be considered.