



Nakiiwin Azheyaaksin
Employment Opportunity
Housing Financial Officer

The Wiikwemkoong Housing Department is seeking a Financial Officer. Wiikwemkoong Unceded Territory (WUT), following the principals and ethics of Wiikwemkoong's Gchi Naaknigewin, Wiikwemkoong's Children's Bill of Rights and Wiikwemkoong Community Standards, provides critical financial oversight and support to the Housing Department. The Financial Officer is responsible for maintaining accounts, monitoring budgets, preparing financial reports, supporting audits, and assisting with housing projects to ensure accurate financial records and compliance with policies and funding requirements.

The Financial Officer will report to the Housing Manager.

RESPONSIBILITIES

- Provides accounting and financial administrative support, including accounts payable, accounts receivable, and payroll assistance.
- Assists with preparation, monitoring, and analysis of operating, capital, and renovation budgets.
- Maintains accurate financial records, reconciliations, and general ledger entries.
- Supports funding applications, reporting requirements, and audit processes.
- Monitors housing construction and renovation project budgets and processes work orders.
- Works with Band members on repayment agreements and financial obligations.
- Collaborates with internal departments and WUT Consolidated Financial Services.
- Ensures compliance with Accounting Standards, funding agreements, and organizational policies.
- Prepares financial reports, analyses, and documentation to support housing operations and decision-making.

REQUIREMENTS

- Diploma or Degree in Accounting, Finance, Business Administration, or relevant field.
- 2–5 years in financial administration, accounting, or bookkeeping, preferably with Indigenous communities.
- Experience with accounting software.
- Strong work ethic, punctual, and reliable.
- Advanced in Office 365 applications, specifically Word and Excel.
- Ability to understand and speak Anishinaabemowin is a definite asset.

Salary: Grade 5 Step 1 (\$ 65,009.00)

Location: On site

Posting: January 19, 2026

Closing Date: February 9, 2026

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including current Supervisor.

Confidential: Housing Financial Officer
Box 112, 19A Complex Drive, Wiikwemkoong Unceded Territory
Wiikwemkoong ON P0P 2J0
erc@wiikwemkoong.ca

Note: Incomplete packages and late submissions will not be reviewed

Please submit copies as there is no return of submissions.

We thank all those that apply but only those selected for an interview will be contacted.