



Wiikwemkoong Child and Family Services is seeking a **qualified individual** to fill the position of Jordan’s Principle Finance Controller. Wiikwemkoong Unceded Territory (WUT) Child and Family Services oversees and advocates for child and family matters by following the principals and ethics of Wiikwemkoong Gchi Naaknigewin, Wiikwemkoong’s Children’s Bill of Rights and Wiikwemkoong Community Standards. This will ensure the services are culturally appropriate to support the community’s children and families in alignment with Anishnaabe values and practices. The Jordan’s Principle Finance Controller will report directly to the Director of Child and Family Services.

RESPONSIBILITIES

- Ensuring that the WUT finance policies are adhered to in accordance with government funding agreements.
- Manage all funding components of the Jordan’s Principle program.
- Ensure that fiscal financial matters are completed in a timely manner and within timelines for management of the Jordan’s Principle program.
- Ensure accountability and compliance with approved funding agreements and approved individual and group claims for infants, children and youth from the Wiikwemkoong Unceded Territory.
- Provide financial assistance in the development and management of WUT’s Jordan’s Principle individual and group funding claims.
- Reconcile approved individual and group claims to ensure that spending reflects approvals for individual and group claims monthly.
- Complete federal funding reports when required and in accordance with approved funding agreements.
- Input financial documentation into the case management software system on a regular and consistent basis.

REQUIREMENTS

- University Degree in business administration or accounting. Post Secondary diploma in business administration or accounting may be considered.
- Must have a minimum of 5 years of experience in financial management.
- Excellent communication, Conflict resolution and problem-solving skills.
- Knowledge of Wiikwemkoong Unceded Territory’s programs and services.
- Experience working with various office systems and proficient computer skills.
- Ability to understand and speak Anishnaabemowin is a definite asset.

Salary: \$ 93,897.00

Posting Date: January 12, 2026

Closing Date: Open Until filled

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: Finance Controller - Jordan’s Principle, Child and Family Services

Box 112 19A Complex Drive
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Please submit copies as there is no return of submissions.
We will not be accepting incomplete applications. Only those selected for an interview will be contacted.