

kakisiwew-ochapowace Nation



Title: Director of Finance	Reports to: Executive Director, Operations
Employment Status: Full-time, Permanent	Location: kakisiwew-ochapowace Nation

At kakisiwew-ochapowace Nation, our people are our greatest strength. Guided by the nehiyaw values of manâcihitowin (respect), tâpwêwin (truth), wîcihitowin (helping one another), wâhkôhtowin (kinship), tapahtêyimisowin (humility), and miyo-pimâtisiwin (living in a good way), we are committed to the responsible stewardship of the Nation's resources and to building a strong, sustainable future for generations to come.

We are seeking a strategic, experienced and forward-thinking **Director of Finance** to provide trusted advice to senior management and support every department in stewarding resources responsibly. You will strengthen financial controls and reporting, implement a new accounting system and provide oversight of the Nation's finance, accounting, budgeting, forecasting, reporting, compliance, audit, risk and asset management. This position plays an essential role in safeguarding the Nation's financial resources while strengthening accountability, and transparency, to ensure the Nation's financial decisions support self-determination, sustainability and lasting prosperity for future generations.

What You Will Do: Reporting to the Executive Director of Operations, the Director of Finance will:

- Serve as the principal financial advisor to the Executive Director of Operations, provide financial support to the Senior Management Team and in accordance with established lines of authority, advise the Treasury Board.
- Lead the development of annual budgets, multi-year financial strategies, forecasts, sustainability plans, and financial frameworks aligned with the Nation's priorities.
- Prepare and present timely financial statements, variance reports, cash-flow projections, risk assessments, briefing notes, business cases, and recommendations.
- Oversee financial operations, including the general ledger, banking, accounts payable, accounts receivable, payroll, reconciliations, and financial reporting.
- Ensure compliance with Public Sector Accounting Standards, generally accepted accounting principles, Nation policies, funding agreements, and audit requirements.
- Lead Indigenous Services Canada and other federal and provincial funding reporting, including year-end schedules, consolidated financial statements, and GCIMS submissions.
- Coordinate the annual audit, maintain audit-ready financial records, address audit findings, and implement corrective measures.
- Strengthen internal controls, delegated authorities, fraud-prevention practices, risk-management systems, and financial policies and procedures.
- Provide financial oversight and advice for capital projects, infrastructure investments, Nation-owned businesses, partnerships, and economic development initiatives.
- Lead, mentor, and support Finance employees while strengthening financial knowledge and accountability throughout the organization.
- Coach Directors and Managers in budgeting, forecasting, expenditure monitoring, funding compliance, and financial reporting.
- Promote a workplace culture grounded in collaboration, ethical leadership, transparency, accountability, and nehiyaw values.

Who You Are: You are an accomplished financial leader who can balance strategic vision with strong operational oversight. You understand that financial stewardship is about more than numbers, it is a responsibility to the Nation, its citizens, and future generations.

You bring:

- A Chartered Professional Accountant designation in good standing.
- A bachelor's degree in accounting, Finance, Business Administration, or a closely related discipline.
- A minimum of six years of progressively responsible senior financial leadership experience.
- Demonstrated expertise in financial planning, budgeting, forecasting, financial reporting, internal controls, risk and asset management, and audit coordination.
- Strong knowledge of Public Sector Accounting Standards, generally accepted accounting principles, and Indigenous financial governance and accountability frameworks.
- Experience with Indigenous Services Canada reporting, contribution agreements, government funding requirements, and GCIMS submissions.
- Experience providing financial advice to senior management, governance bodies, and boards.
- Strong leadership skills and demonstrated experience developing, mentoring, and managing employees.
- Advanced proficiency with Excel, financial reporting tools, and enterprise resource planning or accounting systems.
- Excellent analytical, organizational, written communication, presentation, and relationship-building skills.

- Experience working with First Nations governments or Indigenous organizations and an understanding of nehiyaw values, community priorities, and governance practices.
- Cultural humility and a strong commitment to transparency, accountability, collaboration, and community empowerment.

Conditions of Employment:

- Must reside within the local area or plan to relocate prior to commencing employment.
- Criminal Record Check and Vulnerable Sector Check satisfactory to the Nation.
- The successful candidate must consent to and obtain a satisfactory credit check appropriate to the position's financial responsibilities and be eligible for bonding. Any information obtained will be assessed fairly, confidentially and only as it relates to the duties of the position.
- Valid Class 5 Driver's Licence, satisfactory Driver's Abstract, and access to reliable, insured transportation.
- Maintenance of the CPA designation and professional standing throughout employment.
- Successful completion of pre-employment and ongoing drug testing in accordance with Nation policy.
- Adherence to kakisiwew-ochapowace Nation policies, procedures, confidentiality and privacy requirements, professional ethics, and occupational health and safety standards.

What We Offer:

At kakisiwew-ochapowace Nation, we are building a workplace that reflects the strength, culture, and spirit of our community. As Director of Finance, you will have the opportunity to provide meaningful leadership, strengthen the Nation's financial systems, and contribute to sustainable prosperity for present and future generations.

We offer a supportive and collaborative working environment, opportunities for professional growth, and a competitive salary and benefits package aligned with the Nation's Compensation Plan.

How to Apply:

Please submit your cover letter, résumé, proof of CPA designation and education, Criminal Record Check with Vulnerable Sector Search, and global references to: Holly Bertholet, Director, Human Resources at HR.Manager@ochapowace.ca. Applications must be received by 4:30 p.m. on August 26, 2026. For a copy of the complete job description and competencies, please contact Holly.

Thank you sincerely for your interest in this opportunity and for the time and effort invested in your application. Only candidates who meet the required criteria will be contacted and invited to participate in the selection process.

Preference will be given to qualified Ochapowace Nation members.

Rooted in Culture. Guided by Kinship. Building our Future.