



POSITION TITLE:	FINANCE SPECIALIST
DEPARTMENT:	FINANCE
REPORTS TO:	DIRECTOR OF FINANCE
CLASSIFICATION:	FULL TIME PERMANENT
FULL SALARY RANGE:	\$74,655.27 - \$99,959.85 *
LOCATION:	HIAWATHA FIRST NATION **
POSTING DATE:	MARCH 23, 2026
CLOSING DATE:	APRIL 6, 2026

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

Reporting to the Director of Finance, the Finance Specialist plays a critical role in aligning financial management with programs and services, providing insights and solutions that support strategic decision making while ensuring that financial information accurately reflects service delivery, compliance with agreements and program-specific objectives.

The Finance Specialist is a key contributor to the Member First Nations Department and its specific purpose with respect to delivering dedicated services that honour the needs of each Member First Nation and has a meaningful impact to supporting financial integrity and sustainability. In collaboration with key leaders and through careful assessment of contributing factors and financial foresight, this position develops and maintains budgets and forecasts based on trends and variances in all aspects of service delivery and operational excellence for the Member First Nations.

As a member of the Finance Team, this position provides essential support to the manager and team in producing and maintaining financial information and completing accounting tasks.

RESPONSIBILITIES

- Develop, implement, monitor and maintain financial processes and performance tailored to guide internal and external leadership.
- Provide leadership in the execution of financial projects, specifically aligned to the Member First Nations department, ensuring understanding of service delivery and alignment with goals and standards.



- Analyze and reconcile financial data related to revenue and expenditures, ensuring accurate linkage to specific programs, services and agreements.
- Prepare and review worksheets, income statements, budgets and forecasts.
- Collaborate with program teams to understand service delivery models and reflect these in financial reporting and systems.
- Create and maintain financial models and worksheets; troubleshoot discrepancies and recommend budget adjustments.
- Monitor financial performance by analyzing trends, variances and potential issues through detailed reporting.
- Conduct administrative functions including data entry and written correspondence.
- Ensure adherence to relevant policies, regulations, and contractual obligations related to funding, grants, and programs.
- Identify opportunities for process improvements to enhance efficiency, accuracy and financial controls.
- Support internal and external audits by ensuring financial data integrity and compliance requirements are met.

Other Duties:

- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- Post Secondary Education in accounting and finance with at least five years of experience in a similar role. A combination of education, experience and knowledge will be considered for equivalency.
- Experience or knowledge working with CPIN – Child Protection Information Network is an asset.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

Knowledge Requirements:

- Solid understanding of Generally Accepted Accounting Principles (GAAP) and accounting procedures.
- Up to date awareness of current trends and best practices within the accounting and budgeting fields.
- Be familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit, and Métis Communities we service.



Skill & Ability Requirements:

- High proficiency in financial modeling techniques and processes with the ability to adapt quickly to changing priorities and needs.
- Superior computer skills: Advanced Microsoft Excel user and the general use of a variety of applications.
- Strong ability to analyze, reconcile, and interpret financial data.
- Proficiency in preparing income statements, budgets, forecasts, and detailed reports.
- Problem-solving and critical thinking skills to analyze information, identify key issues, solve problems and develop viable solutions.
- Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments with concurrent timelines and respond to demands of a dynamic work environment.
- Written and verbal communication skills, including an ability to develop a variety of information materials for diverse audiences and present information in a clear and concise manner.
- Demonstrated ability to work independently and as part of a team.
- Possesses a high level of integrity with confidential information.
- Cooperate approach to achieving common goals; demonstrate respect, cooperation and collaboration.

Mandatory Requirements:

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

WORKING CONDITIONS

- A working location with a hybrid work from home option is available, subject to initial and ongoing eligibility.
- Travel within the catchment area will be required from time to time.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during evenings and weekends. However, the needs and priorities of this role may require work outside of these hours. We have a flexible work policy where we aim to maintain an 8 hour schedule (inclusive of a 1 hr lunch), but there are occasions where such planning is not possible. In this role, you will need to have flexibility in your work schedule.



STARTING SALARY RANGE

- Starting salary is \$74,655.77 - \$89,978.56 depending on qualifications.

PLEASE NOTE:

* The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance review.

** Although the primary location is Hiawatha First Nation, consideration will be given for other work locations in our catchment area as a secondary, with travel to Hiawatha as needed.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work-related supervisory references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.