

Job Posting: Finance Director

Position Title: Finance Director

Reports To: Executive Director

Location: Remote

Employment Type: Part-Time (3–4 days per week, depending on the candidate's availability and preference)

Part-Time Salary Range:

- 3 days/week: \$57,000-\$71,831.92/year
- 4 days/week: \$76,000-\$95,775.90/year

Start Date: March 2026

Application Deadline: January 19th, 2026

Overview

The Centre for First Nations Governance (CFNG) is a non-profit organization dedicated to educating First Nations communities about the Indian Act and their inherent rights to self-governance, and helping them transition out of the Indian Act to exercising their inherent rights to self-governance. The Finance Director will play a crucial role in ensuring the financial health and sustainability of our organization. This position reports directly to the Executive Director and collaborates closely with other team members to support our mission.

This is a fully remote position that will require occasional travel for training, in-person team meetings and other related activities.

Key Responsibilities

Financial Management

- Oversee all financial operations, including budgeting, forecasting, and financial reporting.
- Develop and implement financial policies, procedures, and internal controls to ensure compliance with regulatory requirements and best practices.
- Prepare accurate and timely financial statements, including monthly, quarterly, and annual reports.
- Manage payroll, ensuring timely and accurate processing of salaries and remittance payments due.
- Act as the benefits administrator for CFNG's health and dental benefits, and pension plan benefits.
- Manage accounts payable and receivable, ensuring timely and accurate processing of invoices and payments.
- Monitor cash flow, manage banking relationships, and oversee investment activities.
- Prepare and submit financial reports required by funders, ensuring accuracy, compliance with funding agreements, and timely delivery.



- Support the development of funding proposals by preparing project budgets, financial forecasts, and other required financial documentation.
- Ensure proper implementation of fund accounting principles, including tracking restricted, unrestricted, and project-specific funding.
- Collaborate with the Executive Director and Senior Leadership Team on financial components of fundraising, grants, and multi-year funding strategies.

Budgeting and Planning

- Lead the annual budgeting process in collaboration with the Executive Director.
- Provide financial analysis and guidance on budgeting, forecasting, and strategic planning.
- Monitor budget performance and provide regular updates to the Executive Director.
- Manage financial aspects of grant applications and reporting, ensuring compliance with funder requirements.
- Track and report on grant expenditures and prepare financial reports for funders.
- Collaborate with program staff to ensure accurate allocation of grant funds and compliance with grant agreements.

Governance, Board and Risk Management

- Prepare financial reports, analysis, and recommendations for the Executive Director and Board of Directors to support informed decision-making.
- Attend Board meetings as required to present financial information and respond to questions.
- Identify, assess, and monitor financial risks, and recommend strategies to mitigate those risks.
- Oversee appropriate insurance coverage and support the maintenance of strong internal controls to safeguard organizational assets.

Audit and Compliance

- Coordinate and manage the annual audit process, working with external auditors to ensure timely and accurate completion.
- Ensure compliance with all federal, and provincial financial regulations and reporting requirements.
- Maintain and update financial records and documentation in accordance with audit standards.

Team Leadership and Development

- Lead CFNG's finance function, serving as the primary point of accountability for all financial operations.
- Collaborate closely with the Executive Director, senior leadership, and staff to support financial literacy, planning, and effective budget management across the organization.
- As the organization grows, support the onboarding, supervision, and mentorship of future finance staff or contractors.



Qualifications

- Bachelor's degree in Finance, Accounting, or a related field.
- Hold an accounting designation (CPA or CA) in good standing
- Minimum of 5 years of experience in financial management, preferably in a non-profit or First Nations organization.
- Strong knowledge of non-profit and fund accounting principles, practices, and regulations.
- Strong knowledge of the Canada Revenue Agency's Charitable Status compliance requirements.
- Proficiency in financial software (SAGE) and Microsoft Office Suite (Excel, Word, PowerPoint).
- Excellent analytical, problem-solving, and organizational skills.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.
- Willing and able to attend a short in-person orientation in Ottawa (approximately 3 days) in March 2026.
- Willing and able to participate in virtual job training and transition with the outgoing Director of Finance in March 2026.
- Demonstrated commitment to the mission and values of the Centre for First Nations Governance

How to Apply

Please send your resume, a 1-2-page cover letter outlining your interest in this role, and contact information for three references to Dr. Mason Ducharme, Executive Director at mducharme@fngovernance.org by January 19th, 2026 at 4pm (PST).

We strongly encourage applications from Indigenous candidates and those with lived experience in First Nations governance and community development. CFNG is committed to equity, diversity, and creating an inclusive workplace that reflects the Nations we serve.

