



ANISHINAABE PIMADIZIWIN INC.

Head Office	Outreach Office	Lake Manitoba	Lake St Martin	Little Saskatchewan	Dauphin River
Box 321	56-1313 Border Street	Box 1248	Box 130	Box 144	Box 144
Fairford, MB R0C 0X0	Winnipeg, MB R2H 0X4	Lake MB, MB R0C 3K0	Gypsumville, MB R0C 1J0	St Martin, MB R0C 2T0	St Martin, MB R0C 2T0
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EMPLOYMENT OPPORTUNITY

DIRECTOR OF FINANCE

Anishinaabe Pimadiziwin Inc., (API) is seeking a Director of Finance, on a Permanent Full-time basis to work out of the Head-office, Fairford, Manitoba. The Director of Finance is a member of the Management Team and is under the direct supervision of the Executive Director.

GENERAL RESPONSIBILITIES:

Ensures Anishinaabe Pimadiziwin Inc.'s finance department is operating and functioning within Federal and Provincial government guidelines. Provides direction to the finance team and ensures the smooth operation of the Agency's finance and administration systems.

QUALIFICATIONS:

- Post Secondary Education, Bachelor's degree in finance, accounting, or business administration.
- Experience: 5 to 10+ years of progressive experience in corporate finance or public accounting.
- Certifications: Certified Public Accountant (CPA) or Chartered Financial Analyst (CFA).

SPECIFIC DUTIES:

- Ensures financial and administrative procedures are conducive to the effective operations of the Agency.
- Knowledgeable of SAGE 300 and Microsoft Office Programs.
- Reports Financial updates to API Board of Directors on a quarterly/monthly basis or as required.
- Works closely with the Executive Director and Board of Directors on financial planning and budget approvals
- Works with the Agency's Auditor to prepare the annual audit.
- Prepares annual budget and reports for internal and external stakeholders.
- Review and complete monthly Bank Reconciliation by comparing and verifying the accuracy of financial records with Bank statements.
- Maintains contact with various levels of government regarding financial issues.
- Provides leadership in the development of Financial Policies and Procedures.
- Attend internal and external Finance meetings as required.
- Annual review Agency Group Plan and Insurance.
- Attend monthly management meetings.
- Addresses issues related to financial or administrative matters.
- Responsible for the development of Agency Financial Policies and procedures.
- Reviews request for purchases of equipment, furnishings or supplies.
- Supervision of the Finance staff and conduct annual Performance Evaluations on the staff who are under his/her direct supervision.
- Makes recommendations for finance staff training.
- A member of the Special Needs Committee appeal panel.
- The successful applicant must provide a clear & updated criminal record check and a child abuse registry check.
- Salary will be based on education and relevant work experience.

DEADLINE FOR RESUMES:

September 25, 2026 at 1:00 PM

PLEASE SUBMIT RESUME WITH THREE (3) REFERENCES TO:

**Anishinaabe Pimadiziwin Inc.
P.O. Box 321
FAIRFORD, Manitoba R0C 0X0
Henrietta.Pratt@anish-cfs.org
Fax: 204-659-5877**

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

"Our families; Our foundation for Strength and Unity"