JOB POSTING

Finance Administrator

Position	**Finance Administrator**
Employment Type	Full-time
Reports To	Director of Operations
Location	Nipigon, Ontario
Salary	To be determined
Closing Date	December 4, 2026 at 4:00 p.m.

ABOUT THE POSITION

Flying Post First Nation is seeking a dedicated and trustworthy Finance Administrator to support the financial operations of the Nation. This role plays a key part in ensuring strong financial stewardship, transparency, and accountability while supporting programs and services for all our members.

Under the supervision of the Director of Operations, the Finance Administrator will work closely with leadership, staff, and external partners to ensure all financial activities reflect the Nation's values of respect, integrity, and responsibility to community.

RESPONSIBILITIES

- Manage day-to-day financial operations, including accounts payable, accounts receivable, and payroll
- Prepare monthly financial statements and budget reports
- Track funding agreements and ensure compliance with reporting requirements
- Process purchase orders, invoices, and staff reimbursements
- Assist with annual audits and liaise with external auditors
- Maintain accurate financial records and filing systems
- Support program managers with budget tracking
- Maintain confidentiality and professionalism at all times
- Ensure the office reflects a high degree of integrity in planning, developing, and executing financial activities
- Communicate effectively and professionally with members, staff, management, and other stakeholders
- Participate in staff meetings, staff development, and in-service training as required
- Perform other duties as assigned by the Director of Operations related to the position and the needs of FPFN

QUALIFICATIONS

- Diploma or degree in Accounting, Finance, Business Administration, or a related field
- Minimum of two to three (2–3) years of financial or accounting experience

- Knowledge of Sage, QuickBooks, or similar accounting systems
- Experience working with Indigenous organizations or communities is a strong asset
- Understanding of Indigenous values, community accountability, and cultural protocols
- Strong attention to detail and organizational skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Satisfactory Criminal Reference Check required

WHAT WE OFFER

- Competitive salary and benefits, commensurate with experience
- Opportunity to serve and support a vibrant First Nation community
- Supportive leadership environment grounded in respect and accountability
- Meaningful work that contributes to long-term community strength and self-determination

WORK ENVIRONMENT

- As part of the traditional practices of the Anishinaabek, there may from time to time be exposure to wood smoke and the burning of sacred medicines, including tobacco, sweetgrass, sage, or cedar, within the work setting.
- Work in the helping field can be mentally and emotionally demanding. The incumbent may experience moderate levels of stress, with elevated levels on occasion.
- Ability to work well with staff across departments
- Ability to work flexible hours as required
- Knowledge of Flying Post First Nation members and communities, as well as local customs and traditions, is an asset

HOW TO APPLY

Interested candidates are invited to submit:

- A cover letter
- A current resume
- Three (3) professional references

Submit applications to: director@flyingpost.ca
Deadline: December 4, 2026 at 4:00 p.m.

Flying Post First Nation thanks all applicants for their interest. Only those selected for an interview will be contacted.

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