



Employment Opportunity Financial Controller

Are you passionate about supporting First Nations communities and advancing housing initiatives? Look no further! Join us in making a meaningful difference in Indigenous housing across the nation. Apply now to be part of our expanding team!

The First Nations Housing Professionals Association (FNHPA) is seeking dedicated individuals to join our growing team. As the only Canada-wide center for professional standards, certification, and services for First Nations housing professionals, FNHPA plays a vital role in setting national standards, providing education and certification programs, fostering communication and knowledge-sharing, and supporting programs that directly impact the goals of First Nation housing departments.

Reporting to the Director of Corporate Services, the Financial Controller oversees all aspects of financial management, including financial reporting, budgeting, forecasting, and analysis. Additional responsibilities include developing, evaluating, and reviewing finance and accounting policies, procedures, programs, and processes, as well as providing expert guidance to resolve complex financial issues and lead the auditing process. This position plays a key role in providing financial insights and recommendations to support strategic decision-making by the CEO, Director of Corporate Services and other stakeholders.

The incumbent of this new position will be responsible for supporting the CEO and Director of Corporate Services in the strategic management of the financial department as well as completing day to day operational responsibilities.

Salary Grid: \$88,740.00 to \$133,110.00

Location: Remote in Canada

DUTIES AND RESPONSIBILITIES

Financial Reporting:

- Prepare and analyze monthly financial statements, including profit and loss statements, balance sheets, and cash flow statements
- Conduct financial analysis to prepare detailed financial reports, statements, and to develop strategies for risk management
- Provide financial analysis and decision support to CEO and Director of Corporate Services
- Present financial details and reports to the Board

Budgeting and Forecasting:

- Develop annual budget in collaboration with CEO, Director of Corporate Services and department managers
- Monitor budget performance, update and advise CEO and Director of Corporate Services on budget status and forecasts
- Prepare financial forecast statements to evaluate the financial situation of FNHPA and present to CEO and Director of Corporate Services.



Financial Analysis:

- Monitor the finances of FNHPA.
- Review and analyze departmental spendings.
- Make recommendations and conduct financial investigations when necessary.
- Alert CEO and Director of Corporate Services of potential issues
- Analyze records of current and past operations to identify trends and key drivers of financial performance
- Provide insights and recommendations based on financial analysis to optimize operational efficiency and profitability

Cashflow Management:

- Oversee cash flow to ensure adequate liquidity for ongoing operations
- Develop and implement strategies to mitigate cash flow risk
- Manage accounts payable and receivable processes.

Payroll:

- Process payroll accurately and on time.

Audit and Compliance:

- Coordinate annual financial audits and ensure compliance with audit requirements
- Develop, communicate, implement, and update financial policies, procedures, practices, and programs and ensure they are communicated and implemented throughout FNHPA
- Oversee the accuracy and compliance of the work of the Finance team (data entries in the General Ledger, code, payment of invoices, etc.)
- Act as a resource person for complex issues and questions regarding finance and accounting
- Stay updated on industry trends, best practices, and regulatory changes relevant to financial management and accounting
- While this position is primarily remote, the incumbent must be available to attend in-office audits in Pikwakanagan

Team Management:

- Foster a culture of collaboration, innovation, and excellence within the team
- Provide leadership and direction to team members to achieve FNHPA's goals and objectives.
- Set clear expectations and goals for each team member
- Provide team members with regular feedback on their performance
- Effectively implement FNHPA's performance management program and provide recommendations for salary adjustments
- Ensure adherence to FNHPA's policies and procedures
- Proactively identify, address, and resolve HR situations and conflicts
- Collaborate with other departments to achieve FNHPA's objectives
- Develop and implement strategies to enhance team efficiency and effectiveness
- Foster a safe and healthy work environment

Relationship Building and Communication:

- Promote and create partnerships with governing agencies and other relevant organizations or administrative authorities
- Act as a financial liaison between the organization and its stakeholders

WORKING CONDITIONS

- Perform all tasks in a culturally responsive manner, aligned with FNHPA's vision, mission, and objectives.
- Collaborate with diverse stakeholders, including public and First Nation communities, Chief and Council members, administrative staff and FNHPA members
- Manage multiple deadlines and interruptions
- Work effectively and efficiently in a flexible office environment
- Possibility of occasional travel, requiring flexibility to work in various locations and schedules as necessary.

EMPLOYMENT REQUIREMENTS

Education:

- Bachelor's degree specialized in Accounting, Finance, Business Administration, or a related field

Experience:

- 5 to 8 years of relevant work experience for not-for-profit and/or First Nations organization

Knowledge:

- Computer literacy within a Windows environment
- Proficiency in the following software: Sage Intacct, Sage HR and Payroll, and RBC Express.
- Thorough understanding of pensions, benefits, and employment standards

Skills and Abilities:

- Strong leadership and management skills
- Strong analytical skills
- Attention to detail and accuracy
- Ability to be discreet and maintain a high level of confidentiality
- Excellent organizational and prioritization
- Strong judgment and problem-solving skills
- Demonstrated ability to work under pressure and to adapt to a changing environment

Assets:

- Experience with nonprofit and First Nations organizations
- Hold an FNHP designation and be in good standing
- Bilingual in other First Nations languages and/or French
- Certified Professional Accountant (CPA)

If you have the required qualifications and can fulfill the roles and responsibilities noted please forward your resume and cover letter by email to sabrina@fnhpa.ca to the attention of Sabrina Shahidi, HR Manager.

Persons of First Nation ancestry will be given preference (s. 16(1) CHRA). Applicants are asked to self-identify in their cover letter.

Applications will be accepted until September 3, 2026 at 12:00 p.m. EST. Only successful candidates will be contacted.

Thank you in advance for your interest in this opportunity.