



PATHWAYS
EXECUTIVE SEARCH



Director of Finance
Big Grassy River First Nation





The Community

Big Grassy River First Nation (BGRGN) is an Ojibway-speaking community of 273 residents in Northwestern Ontario, located on the southeast shores of the beautiful Lake of the Woods. Big Grassy River First Nation is one of the two groups that emerged from the 1964 division of the former Assabaska Band of Saulteaux.

Located just 50km north of the Canada/USA border, and 450km west of Thunder Bay, Ontario, the band is part of Grand Council Treaty #3. The total land holding of BGRFN is approximately 18 acres of land (some of which are in joint ownership with other First Nations communities).

The registered Population of 827 Members, 273 of which live on-reserve, and the remaining either living on other reserve or off-reserve. With a young and growing population, Big Grassy River First Nation requires an astute, forward-thinking Director of Finance (DoF) to ensure that their community's financial resources are taken care of for both current and future generations.

The Organization

Traditionally named Mishkosiminiziibiing, (Big Grassy River), BGRFN is a progressive and engaged community, including an active Youth Advisory Council and Elders Advisory Council. The community has strong foresight to create more success for their community through the support and engagement of their members. BGRFN has built into the organization, an active mentorship strategy coupled with ongoing entrepreneurship initiatives. These two priorities, along with their current Community Comprehensive Plan (CCP), helps create community capacity, foster individual autonomy, and build health and wellness in the community.

Vision

“To be a healthy, prosperous, connected community, focused on preserving our language, culture, history, lands, traditions and ensuring our youth’s future and leadership over our lands.”

The organization has a dynamic and service-oriented structure with several departments including but not limited to:

- Health
- Education
- Social Services
- Infrastructure
- Membership
- Economic Development
- Special Projects

The organization is guided by the Community Comprehensive Plan adopted in 2023. The Goals and Actions are prioritized as follows:

1. Culture and Language
2. Housing and Community Infrastructure
3. Inclusive and Engaged Community
4. Education
5. Economic
6. Elders and Youth
7. Good Health and a Better Life
8. Lands and Waters





The Opportunity

Big Grassy River First Nation is currently seeking a Director of Finance (DoF). The Director of Finance is responsible for the overall financial management and supervision of the finance department for Big Grassy River First Nation. This is the most senior position in Finance, and it is responsible for overall financial reporting to funders, drafting monthly financial statements, getting ready for the annual audit, and preparing the annual operating budget. The Director of Finance ensures that all accounting is in accordance with Generally Accepted Accounting Principles and funding agreement requirements. In addition, the successful candidate will work closely with program managers to ensure that program expenditures are within budget and that financial policies are adhered to.

General Duties and Responsibilities

- Prepare internal financial statements monthly including balance sheet reconciliations.
- Work with program managers to develop the annual operating budget.
- Ensure that program managers are provided with monthly financial statements and stay within the budget.

The Opportunity continued

General Duties and Responsibilities continued

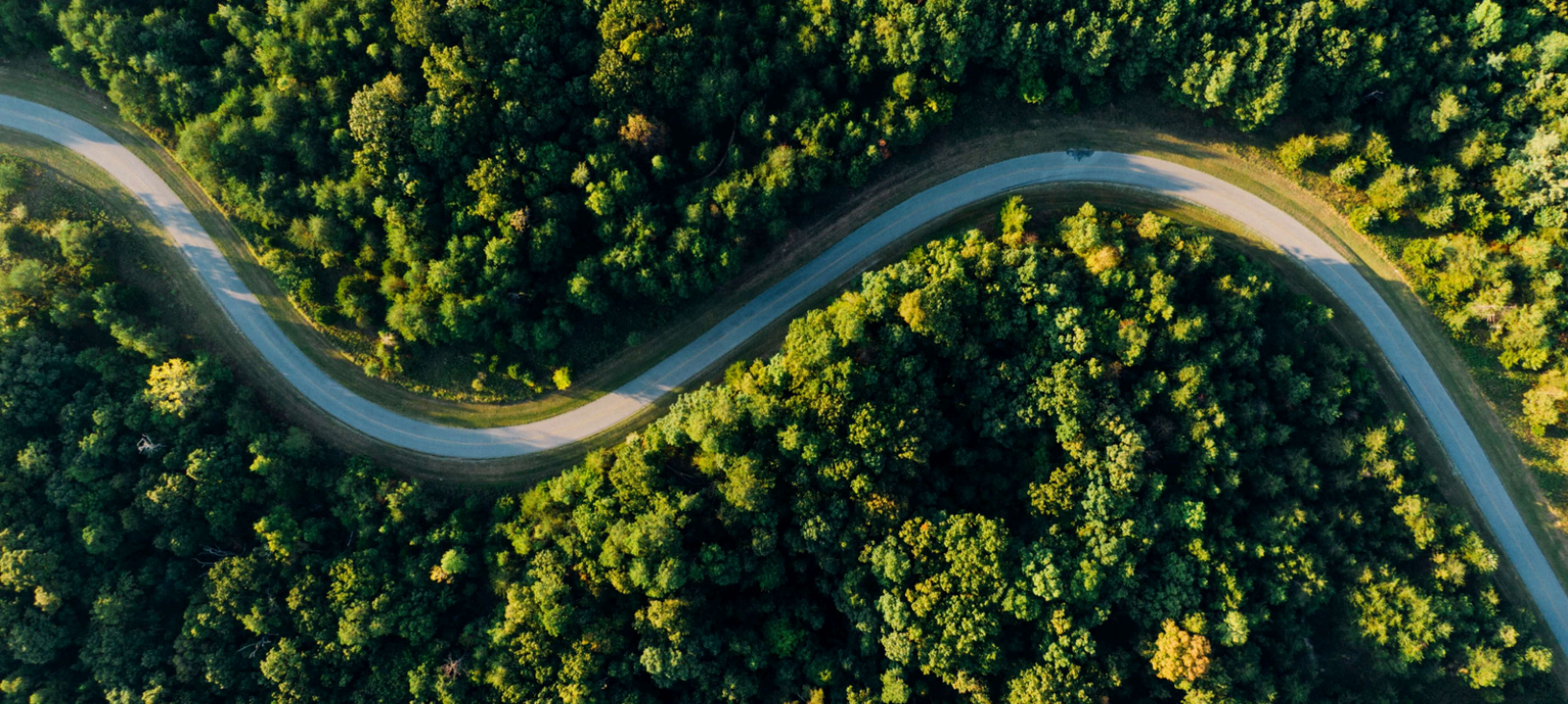
- Review the work of the Finance Assistants and Financial Administrator to ensure that their work is complete.
- Present financial statements to Chief and Council on a quarterly basis.
- Work closely with the auditors and prepare the year-end file for the annual audit.
- Ensure that the financial policies and procedures are adhered to, and make recommendations to improve and enhance the policies.
- Provides coverage for the Director of Operations in their absence.
- Provides day-to-day supervision of the finance team.
- Additional duties as assigned by the Chief and Council.

The Candidate

Reporting to the Chief and Council of BGRFN, the Director of Finance is a pillar in the executive team.

Qualifications

- 5 years of experience in a progressively advanced finance position.
- Experience supervising finance employees.
- Post-secondary education in accounting or business is required.
- Must be willing to enroll in the AFOA Canada's CAFM (Certified Aboriginal Financial Manager program).
- Experience working with the Financial Administration Law (FAL) within a First Nation or related organizations such as the First Nations Financial Management Board (FNFMB).
- Positive attitude with a willingness to learn and share knowledge.
- High ethical standards and ability to keep information strictly confidential.
- Attention to detail and high accuracy.
- Comprehensive computer software knowledge, including Word, Excel, PowerPoint and Outlook.
- Ability to speak Ojibway will be considered an asset but not mandatory.
- Any successful applicants must provide a current criminal record check.



To Apply

The position offers a competitive compensation package with a salary range of \$90,000 - \$125,000.

For more details or to further explore this important leadership opportunity, please contact:

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To apply, please submit a Cover Letter and Resume directly to Pathways Executive Search outlining your interest, qualifications, and experience.

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