

Rainy River First Nations – Job Posting

CHIEF FINANCIAL OFFICER – November 2025

Full-time, permanent



The purpose of this position is to provide oversight of all Administrative Financial Management. This will require establishing direct contact and liaison with groups or agencies affecting Rainy River First Nations (RRFN) in a financial capacity, ensuring the approved provision of records and documents are available and provided to all relevant governments and agencies and ensuring that all business and operations of Rainy River First Nations are conducted in a responsible and ethical way.

This is a **full-time** position reporting to the Chief and Council, with daily supervision by the Manager of Administration.

The successful candidate will be responsible to:

- Ensure an annual review of the RRFN financial system.
- Implementation of the Finance policy.
- Oversee the annual operating budgets.
- Identify potential funding and submits proposals to Chief and Council.
- Ensure a quarterly review of financial statements pertinent to administrative operations, programs and services is presented to Chief and Council, identifying areas of concern.
- Oversee and supervise all financial operations of the Administration including budgeting, accounts payable, accounts receivable, and payroll.
- Provide leadership and advice to Chief and Council in the management of financial affairs of Rainy River First Nations and its entities.

Education and Experience:

- Post-secondary education in Business related fields, Finance and Indigenous studies is preferred.
- Masters degree/professional designation considered an asset.
- 5+ years of related experience, ideally in a management role for a First Nations organization, with responsibility for the following areas: Financial management, Budgeting, Grant and report writing.
- Extensive experience in the development and completion of capital projects.
- Extensive working knowledge of Financial Administrative Law and Generally Accepted Accounting Principles (GAAP), financial management, budgeting, and public administration.
- Computer skills (Microsoft Word, Excel, and Power Point).
- Experience with Adagio Accounting software considered an asset.
- Previous implementation of Payroll, Human Resources Information System (HRIS) or finance systems considered an asset.

Necessary Knowledge, Skills and Abilities:

- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration.
- Knowledge of Crown government structures, organizations and financial/policy processes.
- Ability to manage First Nations resources, including people, materials, assets, and money.
- Strong financial management skills.
- Working knowledge of public sector accounting standards.
- Ability to establish good working relationships, both internally and externally.
- Effective written communications skills, including the ability to prepare reports, grants and policies.
- Possesses cultural awareness and sensitivity.
- Ability to multitask, prioritize and keep track of multiple work streams.

What You Need to Know:

- Must be able to provide a current Criminal Record Check satisfactory to the First Nation.
- Must be in compliance to Rainy River First Nation's Drug Testing Policy.
- Must maintain strict client confidentiality and abide by the Rainy River First Nations' Personnel Policy.
- Must have the ability to work flexible hours, which may include evenings and weekends.
- Personal development and other training may be required from time to time and will be done as required.
- Must have a valid Driver's License and vehicle access or reliable means of transportation to and from work.

Perks of working for Rainy River First Nations:

- 2 weeks' employer paid vacation annually.
- 100% paid Employee Health and Dental Package
- Employer Pension Contribution Matching

How to apply:

Please submit applications with cover letter and current resume to: hr@manitou Rapids.ca.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

