



Assembly of Manitoba Chiefs
EMPOWERING OUR NATIONS

Professional Employment Opportunity

Director of Finance Secretariat

Competition # 2025-102

Category: Full-Time Permanent

Closing: Open Until Filled

Position Summary

Under the direction of the Executive Director, the incumbent is responsible for a wide range of financial and administrative support services including financial management, reporting, and administration to support the achievements of strategies in alignment with AMC. As an integral part of the Senior Management Team, the Director of Finance provides advice and assistance to the strategic planning process and annual operational plans of the organization.

Key Responsibilities

- Act as a financial lead for the organization and in collaboration with the Executive Director identify and manage potential business risk, insurance requirements, treasury management and the strategic planning process.
- Provide strategic management of accounting, payroll, and finance functions.
- Direct and prioritize operational planning including accounting policies, procedures, and internal controls ensuring accuracy and following best practices.
- Lead the annual budgeting process and regular reporting including variance updates for the various programs to management staff, Executive Director and Grand Chief's Office, Personnel & Finance (P&F Committee), Executive Council of Chiefs, Chiefs in Assembly, and the Royal Bank of Canada as required.
- Lead the annual auditing process.
- Participate in the preparation, analysis, and presentation of proposals for AMC development projects.
- Reinforce a collaborative, team-oriented approach including a positive, supportive, coaching leadership style within the Finance department and Senior Management Team.
- Participate in the recruitment, training, development, and retention of skilled accounting, payroll, and finance staff.
- Reviews that all accounts receivable, payable, and bank reconciliations including journal entries are accurate and processed.
- Holds and approves all contracts for vendors and services and funding agreements.
- Develops annual consolidated and program budgets with program managers and monitors expenditures against budgets.
- Works with departments to ensure that all financial reporting requirements are consistent and adhered to in relation to all funding arrangements and/or entities.
- Meets with and responds to manager inquiries regarding requests for financial reports and cash flow development for specific funded program projects.
- Provides financial advice, recommendations, and guidance to the AMC Grand Chief, Senior Management Team, P&F Committee, Chiefs in Assembly, and Executive Chiefs Committee regarding AMC business.
- Debt retirement strategy development and implementation.
- Authorizes all payments for goods and services utilized by AMC.

- Other duties as assigned by the Executive Director and P&F Committee.

Qualifications: Education & Experience

- Chartered Professional Accountant (CPA) designation in good standing is required.
- Bachelor's Degree in Business Administration or related discipline. MBA or major in Accounting/Finance is an asset.
- Equivalent combination of education and experience may be considered.
- 8 years of senior leadership experience in accounting or finance.
- 5+ years in a financial leadership role.
- Experience working with First Nations, including working with First Nations Chiefs.
- Excellent project management and change management skills, with the ability to transition to new processes and foster a knowledge-sharing collaborative environment between multiple programs.
- Ability to balance and prioritize several priorities while maintaining a keen sense of accuracy and attention to detail.
- Demonstrated ability to develop effective relationships with various internal and external stakeholders.
- Strategic, growth minded, and innovative long-term thinker with the ability to anticipate the needs and negotiate solutions.
- Demonstrated ability to prepare financial reports, financial analysis and lead the audit process.
- Must be proficient in computer software with sound knowledge of SAGE 300 and Microsoft Office.
- Knowledge of First Nations culture, traditions and fluent in a First Nations language would be an asset.
- Ability to function effectively as a team member.
- Adhere to AMC policies and procedures with specific attention to professional ethics.
- Must be able to work flexible hours.
- Must possess a valid Class 5F Driver's License and a reliable vehicle.

Interested applicants are invited to submit their cover letter identifying the position title and quote competition number applying for, qualifications, and resume, along with 3 professional reference listings (include a most recent employer reference) to:

**Human Resources
Assembly of Manitoba Chiefs
14th Floor, 275 Portage Avenue, Winnipeg, Manitoba R3B 2B3**

Quote Competition # 2025-102 in your application

**For best results submit your application to BambooHR
<https://manitobachiefs.com/about/job-opportunities/>**

We thank all who apply and advise that only those selected for further consideration will be contacted. No phone calls will be accepted.

Preference will be given to First Nations people. If successful, applicants will be asked to provide verification of citizenship documentation issued by a First Nation or government-issued documentation or affirmation from Inuit, Métis, or non-status Indigenous community with which they identify. Incomplete and late applications will not be considered.

Please visit our website at www.manitobachiefs.com
