



Director of Finance

Assembly of Manitoba Chiefs

EMPOWERING OUR NATIONS

The Assembly of Manitoba Chiefs (AMC) was formed in 1988 by the Chiefs in Manitoba to advocate on issues that commonly affect First Nations in Manitoba. AMC represents all 63 First Nations in Manitoba with a total of more than 172,000 First Nation citizens in the province. The mandate of the Assembly of Manitoba Chiefs, is through the Chiefs-in-Assembly, to devise collective and common political strategies and mechanisms for coordinated action by First Nations.

The Opportunity

Reporting to the Executive Director (ED), the Director of Finance is responsible for a wide range of financial and administrative support services including financial management, reporting, and administration. 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 include:

- ❖ Lead financial strategy and risk management in collaboration with the ED, including insurance, treasury, and strategic planning.
- ❖ Oversee all accounting, payroll, budgeting, finance operations, internal controls, and adherence to policies and best practices.
- ❖ Manage annual budgeting, financial reporting, audits, and variance updates for leadership, committees, and external partners.
- ❖ Provide financial analysis, guidance, annual budgeting process and recommendations to the ED, Grand Chief's Office, Executive Council of Chiefs, Chiefs in Assembly, committees and the RBC as required.
- ❖ Oversee contracts, payments, and financial compliance across departments, ensuring accurate receivables, payables, and reconciliations.
- ❖ Recruit, supervise, and develop finance staff while fostering a collaborative, supportive team environment.
- ❖ Support AMC development projects through proposal preparation and participate in organization-wide planning and training activities.

Selection Criteria include:

- ❖ Chartered Professional Accountant (CPA) designation in good standing is required.
- ❖ Business Administration Degree or related. MBA or Accounting/Finance major 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, ideally including working with First Nations Chiefs.
- ❖ Knowledge of First Nations culture and traditions.
- ❖ Experience preparing financial reports, financial analysis and leading the audit process.
- ❖ Proficiency with computer software with sound knowledge of SAGE 300 and Microsoft Office.
- ❖ Must be able to work flexible hours, possess a Class 5F Driver's License, and have a reliable vehicle.
- ❖ Ability to speak a First Nations language would be an asset.

To apply, send a one-page cover letter and resume to alora@harrisleadership.com quoting project #26112.

Preference will be given to First Nations people. If successful, applicants will be asked to verify citizenship documentation issued by a First Nation or government-issued documentation or affirmation from the Inuit, Métis, or non-status Indigenous community with which they identify.