



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

This position is open only to internal GCT3 staff and Treaty 3 members. Applicants must identify their community. Not open to the general public.

Position Title: Director of Finance
Position: Existing Position
Salary: \$130,000.00 – 145,000.00
Location: Kenora, ON – Finance Office (In Office)
Posting Date: August 4, 2026
Closing Date: August 11, 2026

Overview:

Grand Council Treaty #3 is the traditional government of the Anishinaabe Nation in Treaty #3 Territory, representing the 28 Treaty #3 First Nations, spanning 55,000 sq miles from west of Thunder Bay to north of Sioux Lookout, along the international border, to the province of Manitoba. Guided by Anishinaabe Inaakonigewin (traditional governance), Grand Council Treaty #3 is dedicated to protecting, preserving, and enhancing Treaty and inherent rights while advancing self-determination and Nation-to-Nation relationships.

Reporting directly to the Chief Executive Officer, the **Director of Finance** is directly responsible for establishing financial policies, procedures, controls, and reporting systems and shall supervise general accounting, accounts receivable, and collection of Grand Council Treaty #3. The Director of Finance shall also ensure legal and regulatory compliance for all Grand Council Treaty #3 accounting and financial reporting functions.

Duties and Responsibilities:

- Coordinates, prepares, and administers the annual operating budget and short- and long-term financial planning and analysis; prepares periodic budget forecasts.
- Report regularly to the Chief Executive Officer and Board of Directors on the financial health of Grand Council Treaty #3, including financial performance, budget status, cash flow, risks, and the organization's capacity to achieve its strategic and operational objectives.
- Forward thinking, innovative, and familiar with procurement of technology to take the lead in moving to a paperless work environment.
- Maintain investment schedules, oversee cash flow requirements, and communicate with bankers on investments.
- As part of the Management Team you must work collaboratively with other members of the Management Team. Contributes to identifying, developing and implementing strategic initiatives, policies, plans, and programs necessary for the successful operation of the GCT#3.
- Contributes expertise to policy and planning recommendations for financial matters for the GCT#3 system and oversees their implementation as required by the CEO.
- Advises the CEO and the Board of Directors on changes to the GCT#3 Operating Agreements from both Federal and Provincial funding streams as necessary.
- Conducts research and assessments to provide background information relevant to projects and grant proposals. In collaboration with other staff, to secure additional funds for GCT#3 projects and/or equipment. May assist with presenting statistical data.
- Development, analysis, and interpretation of statistical and accounting information to appraise operating results in terms of profitability. Performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
- Maintains and develops GCT#3 accounting systems and records to meet statutory requirements and by generally accepted Accounting Principles.

- Develops and monitors procedures and internal controls to safeguard GCT#3's assets.
- Build trusted relationships with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Respond to employee inquiries regarding policies, procedures, and programs.
- Attend quarterly Board meetings and provide financial report updates and recommendations to the Board as required.
- Lead the monthly, quarterly, and year-end financial close process, ensuring accurate and timely reporting.
- Oversee monthly reconciliations, journal entries, accrual accounting, and compliance with GAAP.
- Ensure financial statements, working papers, and audit schedules are prepared to support annual audits.
- Continuously improve financial processes, internal controls, and reporting efficiency.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned.

Qualifications:

- Completion or in the process of completing the CPA or CAFM designation.
- Completion of a university degree in Business with a specialization in finance, accounting or commerce.
- Five years of experience as a Director of Finance/or a Management role within a First Nation organization.
- Ability to demonstrate knowledge of human resources and related legislation (Canada Labour Code, ESA, OHSA, AODA, Human Rights).

Preferred Skills:

- Thorough knowledge of the methods and procedures used in the successful development of an organizational development program.
- Effective communication skills with individuals at all levels of the organization.
- Effective written and verbal communication skills as well as presentation skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Sound leadership, staff management, and teambuilding skills.
- Proven ability to handle secure and confidential data and material.
- Proficient use of various office-based software including Microsoft Office (Word, Excel and PowerPoint), online video-conferencing platforms (Zoom, Microsoft Teams) and human resources information systems.
- Understanding of computerized accounting and payroll systems (Sage Intacct/Paydirt).
- An understanding of or willingness to learn the Anishinaabe language, culture and traditions.
- Able to build and maintain lasting relationships with corporate departments, key business partners, and employees.
- Demonstrated ability to have a positive impact on business results.
- Able to interpret and implement personnel-related legislation.
- Ability to work under pressure and meet deadlines.

Please send a cover letter, resume, and contact information for 3 references to the attention of:

Human Resources Department

Grand Council Treaty #3

P.O. Box 1720, Kenora, Ontario P9N 3X7

Email: careers@treaty3.ca

We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**