



**Ndinawemaaganag Endaawaad Inc. (Ndinawe)**

**EMPLOYMENT OPPORTUNITY – Internal & External Posting**

**2025-21**

<b>Position:</b>	Finance Manager	<b>Program:</b>	Ndinawe
<b>Salary:</b>	DOQ	<b>Location:</b>	650 Burrows Ave.
<b>Classification:</b>	Full Time – permanent	<b>Hours of Work:</b>	80 hours bi-weekly <i>May include some evenings/weekends</i>
<b>Reports To:</b>	Director of Finance	<b>Closing Date:</b>	Open until filled

The Finance Manager is responsible for assisting the Director of Finance in monitoring the organization’s financial systems, ensuring that the organization’s finances are accurately maintained and in compliance with all financial regulations. The Finance Manager assumes all duties in accordance with the organization’s philosophy, direction, and policy standards.

**General Responsibility:**

- Complete routine accounting tasks, including but not limited to payroll, accounts receivable, accounts payable and banking.
- Under the direction of the Director of Finance, assist with the planning and development of comprehensive annual budgets.
- Prepare various reports as required, such as: financial reports and statements.
- Ensure expenses are within their specified budgets.
- Prepare monthly, quarterly and annual financial reports that summarize and forecast the organization's financial position in compliance with generally accepted accounting Principles (GAAP).
- Actively manage the organization’s cash flow statements to ensure operational needs and goals are met.
- Monitor and oversee the organization’s banking activities.
- Assist in proposal development for proposed project budgets.
- Lead, mentor and manage the Finance Officer(s) to ensure efficient operations and accurate financial reporting,
- Meet with Program Managers on a regular basis to review program budgets.
- Provide efficient and effective office management.
- Adhere to federal and provincial regulations and GAAP.
- Assist in implementation of new fiscal policies, and training of staff as required.
- Provide reports to the Director of Finance and/or Executive Director as required and assigned.
- Ensure confidentiality and security of all financial and employee files.
- Under the direction of the Director of Finance, work with external auditors to conduct annual audits, assist with the audit process and ensure compliance with financial reporting requirements.
- Perform other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

**Knowledge & Personal Experience Requirements:**

- Bachelor’s degree in accounting, Finance or related field preferred.
- Professional accounting designation preferred.
- 5 years’ experience in a senior financial management position.

- Strong understanding of generally accepted accounting practices.
- Experience in accounts receivable, payable; preparation of financial statements and reports.
- Experience in managing payroll systems.
- Advanced computer skills including general office software and accounting software packages.
- Excellent interpersonal and communication skills.
- Advanced knowledge of non-profit sector financial, accounting and budgeting principles and procedures.
- Strong analytical and problem-solving skills.
- Ability to manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Strong motivational and leadership skills.
- Maintain a high level of independence and self-initiative.
- Ability to work under stressful conditions.
- Subject to Criminal, Child Abuse Registry Check and Prior Contact Check.
- CPR and First Aid Certification.
- Valid Class 5 Driver's License.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

**Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:**

Attention: Human Resources  
Ndinawemaaganag Endaawaad Inc.  
650 Burrows Avenue  
Winnipeg, MB R2W 2A8  
Email: [recruitment@ndinawe.ca](mailto:recruitment@ndinawe.ca)

**\* As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self-identify in their cover letter.**

**We thank all applicants for their interest; however, only those candidates selected to an interview will be contacted.**