



*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention, Protection, and Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey Inlet, Magnetawan, Shawanaga, and Wasauksing First Nations.*

**FINANCE SUPERVISOR  
FULL-TIME PERMANENT  
Competition #04-0002**

Reporting to the Director of Finance, the Finance Supervisor is responsible for efficiently managing day-to-day operations of the finance department through producing and maintaining financial information and completing accounting tasks relating to Agency accounts and records, including the oversight of payroll and payroll related functions.

The Finance Supervisor is responsible for supervising Finance staff and the agency’s accounting system by ensuring finance policies and procedures, regulations, Generally Accepted Accounting Principles and financial and legal agreements are followed in day-to-day functions. This role also includes the preparation of cash flow, budget, expenditure and revenue forecasts, reconciliations and financial analysis reports for the Director of Finance; as well as coordinating the agency’s financial audit process.

**Salary: \$106,851.00 to \$125,000.00**

**Compensation Includes:** OMERS Pension Plan, Health and Dental Insurance Benefits Plan, Statutory and Agency Holiday leave, Competitive Vacation, Employee Assistance Program, and more

**\*This opportunity is for an existing vacancy\***

<p><b>Qualifications</b></p> <p><b>Minimum Education</b></p> <ul style="list-style-type: none"> <li>Post-secondary Degree with an emphasis in Accounting</li> <li>Chartered Professional Accountant designation (CPA) is an asset</li> <li>Payroll Compliance Professional certification or equivalent would be considered an asset</li> </ul> <p><b>Minimum Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 3 years progressive experience in an accounting position</li> <li>Experience in not-for-profit organizations such as child wellbeing, child welfare or human services</li> </ul> <p><b>Knowledge Requirements</b></p> <ul style="list-style-type: none"> <li>Generally Accepted Accounting Principles (GAAP)</li> <li>Accounting procedures</li> <li>Current trends and best practices within the accounting and budgeting fields</li> <li>Agency’s mission, vision, strategic objectives, and non-service-related policies and procedures</li> <li>Familiarity with the Child, Youth and Family Services Act and related operations</li> <li>The Teachings of the Seven Grandfathers</li> </ul> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>Satisfactory Police Record Check</li> <li>Valid Class ‘G’ Ontario Drivers licence, access to a vehicle &amp; ability to travel</li> <li>\$1M auto insurance liability coverage</li> <li>Three year (3) uncertified Drivers Abstract</li> </ul>	<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>Problem-solving and critical thinking skills to analyze information, identify key issues, solve problems and develop viable solutions; Project management skills, including an ability to assess priorities, coordinate diverse projects and make optimal use of available resources to achieve outcomes</li> <li>Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments with concurrent timelines and respond to demands of a dynamic work environment</li> <li>Written and verbal communication skills, including an ability to develop a variety of information materials for diverse audiences and present information in a clear and concise manner</li> <li>Making evidence-based recommendations to the senior management team</li> <li>Maintaining a strong sense of professional judgment, tact, ethics, sensitivity, integrity and confidentiality</li> <li>Working cooperatively and productively with others to achieve common goals; demonstrate respect, cooperation and collaboration</li> <li>Demonstrating strong negotiation and interpersonal skills with an ability to manage conflictual situations and build successful working relationships</li> <li>Functioning independently as well as lead and contribute effectively within a team environment</li> <li>Experience or knowledge working with CPIN – Child Protection Information Network</li> </ul> <p><b>Work Site Location</b></p> <ul style="list-style-type: none"> <li>North Bay Office Location</li> </ul>
--	---

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodation is available upon request for candidates to take part in the recruitment process. Please self-identify, preference will be given to applicants of Indigenous ancestry. Only those selected for interviews will be contacted.

**\*Detailed Job Description available upon request\***

**Reference Checks will be required**

**Human Resources**

Niijaansinaanik Child and Family Services  
15 Charlie’s Bay Road, Dokis First Nation, ON P0M 2N1  
[careers@nijcfs.com](mailto:careers@nijcfs.com) NIIJCFS.COM

Application deadline for this position’s vacancy is:

**April 17, 2026 @ 4:00 PM**