



AOPFN EMPLOYMENT OPPORTUNITY

Finance Operations Manager

Department: Consultation

Supervisor: Manager, Consultation

35 hr/week - Fulltime - 1 Yr Contract - Possibility of Permanency

Salary Range: \$72,800.00 - \$80,358.00 annually/

Based on Experience & Education

Deadline to Apply: Friday, May 22nd, 2026 at 4:00PM

Working directly with the management team of the Consultation department, the Finance Operations Manager acts as an integral part of the management reporting process, preparing and reviewing invoices, charges, and budget performance, and bringing key financial issues, variances and discrepancies to the team's attention and recommends corrective action. Establishes relationships with key business contacts, working closely with proponents as required to define financial and operational metrics, analytics, reporting and advisory services in support of departmental objectives. Identifies, communicates and assists with managing financial risks and opportunities.

DUTIES AND RESPONSIBILITIES:

1.Invoicing and Billing

- Maintains a thorough and accurate database of incoming and outgoing invoices to support the financial picture of the department, including the provision of adequate tracking of budgets, expenses, and payments, and ensures that follow-up is conducted where required
- Conducting verification of incoming invoices with PCs, conducting follow-up as required
- Meets a minimum of quarterly with project coordinators to review expenses, payments received, and create invoices to proponents using approved financial software
- Conducts day-to-day outreach for payments;
- Responds to payment inquiries;
- Responds to dispute matters; conducts follow-up and amends invoicing accordingly;
- Ensures financial information flows between the Consultation department and the AOPFN Finance department;

2.Budgets and Analysis

- Assists with the preparation of annual operating and project budgets;

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post-Secondary Certification/Diploma/Degree education in a business, financial management, or related field with a minimum of one year of direct experience in financial management.

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Project Finance Operations Manager

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
 - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
 - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
 - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.