Position Overview

Job Position	Niiwin Wendaanomok Limited Partnership and Niiwin Wendaanimok Construction Limited Partnership Financial Controller
Work Term/Hours of Work	Hours will be approximately 40 hours a week at a rate of $80,000 - $100,000 per year depending on experience.
Reports to	General Manager

Financial Controller

Job Description

Role Summary/Purpose

Partnering with the General Manager, the Financial Controller will play a critical role in developing and implementing the financial strategy of the Niiwin Wendaanimok Partnership (Four Winds) which include Niiwin Wendaanimok LP, Niiwin Wendaanimok Management Inc., Niiwin Wendaanimok Construction LP, Niiwin Wendaanimok Construction Inc and other entities that may be created from time to time. The Financial Controller is responsible for the accuracy, completeness and timeliness of the organizations financial reporting. The Financial Controller reports on the organization's financial goals and objectives, its budget, and the financial plan. The Financial Controller has primary responsibility for ensuring that the internal controls are in place, enforced and reviewed monthly for conformance to accounting and financial standards and applicable regulations.

Financial Controller Duties and Responsibilities

- Ensures that the processes needed for the financial management system are established, implemented and maintained, and provides reports to the General Manager weekly and to the Finance Committee monthly on the financial status and performance of the financial management system and reports any need for improvements.
- Ensures the Finance Committee of the Board has the information and analysis they need to meet their fiduciary responsibilities. Develop monthly and annual financial reports and presentations for the General Manager, Finance Committee and the Board, provides additional information and analysis as required.
- Provide program managers with the required information and support to complete annual financial reporting requirements to funders and ensure reporting deadlines are met.
- Plan, direct, supervise and carry out all activities related to the financial management and accounting functions of Niiwin Wendaanimok LP, Niiwin Wendaanimok Construction LP and other entities that may be created.
- Advise and assist the General Manager and Program Managers in preparation of budgets; prepare budgets in form for presentation and approval to the General Manager, Finance Committee and the Board; review and report on budget compliance and/or discrepancies weekly to the General Manager and monthly to the Finance Committee and Board of Directors.
- Direct or conduct internal audit checks as needed.

- Ensure purchase order system working and internal controls are in place.
- Prepare and review aged A/R, A/P reports, Balance Sheet and Financial Statements weekly.
- Prepare and distribute toc their monthly statement of accounts and reminders to overdue accounts. As well as advising managers of overdue accounts.
- Enter all invoices, for both vendors and revenue Invoices weekly.
- Review detailed general ledger report monthly for posting errors, items over budget, etc.
- Supervise Finance Manager and all accounting staff.
- Assist and co-operate with auditors.
- Develop, maintain and strive to improve systems, procedures, reports and forms related to fiscal management.
- Analyze trial balance accounts for all funds monthly.
- Prepare necessary adjusting journal entries at month end.
- Prepare audit working papers required by auditors.
- Establish and implement short-term and long-term departmental financial reporting goals, objectives, policies and procedures and streamline information sharing with all program managers.
- Any and all other duties as may be required to maintain accurate and timely financial reporting and the annual clear audit as directed by the Executive and the board of Directors.

Financial Reporting and Reconciliation

- Reconcile the previous week's financial activity each Monday, with complete and accurate financial reports prepared by Wednesday.
- Complete monthly accounts receivable and accounts payable reconciliations, including aged reports and customer statements.
- Ensure year-end financial records and supporting documentation are prepared and submitted to the external auditor within two weeks of fiscal year-end.

Invoicing and Cost Management

- Complete monthly MTO invoicing for NWLP within one week of month-end.
- Complete weekly invoicing for NWCLP.
- Develop detailed project budgets based on contractual requirements.
- Establish daily tracking of labor, equipment and materials to support accurate project costing and billing.

Financial Systems and Process Improvements

- Develop and implement daily, weekly and monthly accounting checklists.
- Implement and maintain an effective purchase order process.
- Identify and implement technology solutions to improve accounting efficiency and financial reporting.

Financial Oversight and Communication

- Provide financial analysis and reporting to the Board and Chiefs.
- Ensure timely and effective sharing of financial information with program managers.

Qualifications and Requirements

- Minimum of ten (10) years of progressive experience in financial management, including senior leadership experience as a Financial Controller or financial executive, preferably within a relevant industry.
- Certified Public Accountant or Certified General Accountant degree would be an asset.
- Must be a visionary and creative person with sound judgement and technical skills, analytical ability, and ability to focus and prioritize multiple projects. High moral and ethical standards are required.
- Must be well organized and efficient, decisive and able to articulate well; must possess outstanding communications skills, both written and oral, and the ability to work well with people.
- Cultural knowledge of the Anishinaabe people of Treaty #3 and the Ojibway language is definitely an asset.

- A bachelor’s degree in accounting, finance, business administration, economics, or other suitable field of study, and/or an equivalent combination of both education, work experience and knowledge.

Application packages can be emailed to:

Allan Luby, General Manager

Niiwin Wendaanimok Limited Partnership

E-mail: aluby@niiwinwendaanimok.com

CLOSING DATE: 4:00 pm, December 1, 2026

Note: We thank all those who have expressed an interest in this position, however, only those applicants selected for an interview will be contacted.