



DAKOTA OJIBWAY TRIBAL COUNCIL

EMPLOYMENT OPPORTUNITY

POSITION: Director of Finance
Dakota Ojibway Tribal Council (DOTC)

ADVERTISEMENT #: 2526-3

LOCATION: Dakota Ojibway Tribal Council
5010 Crescent Road West, Portage la Prairie, MB

CLOSING DATE: Friday, July 18, 2025 at 4pm

DIRECTOR OF FINANCE

Reporting to the Chief Executive Officer (CEO), the Director of Finance is a key member of the senior management team and responsible for the strategic leadership and management of all financial operation of the Tribal Council. This includes budgeting, financial planning, accounting, audit preparation, reporting and ensuring compliance with funding agreements and regulatory requirements.

KEY RESPONSIBILITIES:

- Lead the development and implementation of DOTC's financial strategies and policies.
- Prepare, monitor, and manage annual budgets in collaboration with program managers and the CEO.
- Ensure accurate and timely financial reporting for management, Council of Chiefs and funders.
- Oversee the preparation of year-end financial statements and audits.
- Manage Accounting staff and maintain effective internal controls.
- Ensure compliance with applicable legislation, funding agreements, and Indigenous Services Canada (ISC) requirements.
- Provide financial advice and support to DOTC programs and member First Nations as needed.
- Development financial forecasts, risk assessments, and long-term sustainability plans.
- Liaise with external auditors, banks and funding agencies.

QUALIFICATIONS: (including, but not limited to)

- Degree in Finance, Accounting, or related field is required; a CPA or equivalent designation is preferred or an equivalent combination of education and experience.
- Minimum five (5) years of progressive financial management experience, preferably in a non-profit, Indigenous, or public sector environment.
- Strong knowledge of accounting principles, budgeting, auditing and financial reporting.
- Experience managing multiple funding agreements and reporting to Indigenous Services Canada or similar agencies is an asset.
- Proven leadership and supervisory skills.
- High level of integrity, accountability, and attention to detail.
- Proficient in financial software (e.g. Sage 300) and Microsoft Office.
- Excellent communication and interpersonal skills.

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Clear Criminal Record Chek and Vulnerable Sector Check
- Bondable

Interested applicants are invited to forward a resume and cover letter, including two (2) references to:

Attn: Denise Desmarais, Executive Secretary

Ph: (204) 239-8650 Fax: (204) 857-6037

Email: execadmin@dotc.mb.ca

****Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email****