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# Manitoba Inuit Association



## Finance Manager

Full Time, Permanent  
3 - 1000 Notre Dame Ave  
Winnipeg MB

Are you a CPA, or senior Financial Officer looking for a new opportunity? Take the next step in your career in Finance with the Manitoba Inuit Association (MIA)! MIA is currently experiencing a great deal of growth as an organization. We are looking for a senior leader with a strong background in finance. As the new Finance Manager for MIA, you must be eager and willing to contribute your financial expertise to help strengthen individuals, our organization, and community.

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### Specific Responsibilities / Accountabilities

The Finance Manager reports directly to the Chief Executive Officer (CEO) and is responsible for providing financial leadership, managing all finance and accounting functions of MIA including the day-to-day operations of the finance department. You must be able to meet all reporting deadlines, providing timely information, financial analysis, and making solid recommendation to our CEO, the leadership team, and the Board of Directors.

- Full cycle accounting including the review of monthly and annual financial statements.
- Ensuring the financial viability and integrity of the organization.
- Maintaining compliance standards with operating agreements, contracts, and parameters.
- Prepare and present timely and accurate financial statements, reports and analyses to management, the Board of Directors, funders, and various other stakeholders.
- Collaborate with external auditors and coordinate the annual audit process.
- Manage daily cash flow, various financial accounts, bank accounts, and investments to optimize the organizations' financial resources.
- Preparation, on-going review, and management of annual operating budgets, including departmental, and annual MIA organizational budget.

- Working with the CEO and senior leadership in developing, implementing, and monitoring all financial policies, procedures, and internal controls to safeguard the organizations assets and ensure compliance with relevant laws, regulations and agreements.
  - Ensure accurate and timely financial transactions, including accounts payable, accounts receivable, and general ledger entries.
  - Ensure that financial risks are adequately mitigated including monitoring operations & programming costs in relation to the budgets, and adequate insurance coverage is in place.
  - Manage MIA finances ethically and efficiently. Ensure compliance with all applicable tax, regulatory and reporting requirements, including annual audits, returns, tax filings, charitable tax returns, and grant reporting.
  - Remain up to date on changes in accounting standards, financial regulations and best practices in the non-profit sector and implement necessary adjustments to policies and procedures.
  - Working in conjunction with the Human Resources Manager, managing the MIA payroll, and employee benefits administration, pension, T4's, and Records of Employment.
  - The Finance Manager is responsible for all the financial systems.
  - Promotes strong leadership, teamwork, while following Inuit IQ Principles.
  - Provide financial advice and support to the MIA team including cash flow forecasting, monitoring, return on investment analysis, performance development, and capital planning.
  - And any other duties as assigned by the CEO.
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## Job Requirements:

- Accounting Designation (CPA), with minimum 5+ years experience in an accounting role, ideally with leadership experience.
- Knowledge of non-profit accounting principles, fund accounting, regulations, and best practices.
- Excellent interpersonal skills with the ability to develop effective and respectful relationships with colleagues and stakeholders.
- Ability to prioritize work, deadline responsive and excellent time-management skills.
- Superior verbal and written communication skills with the ability to communicate effectively across a diverse group of stakeholders.
- Strong analytical and problem-solving skills, demonstrating initiative and resourcefulness with high attention to detail.
- Advanced proficiency both Mac and PC operating systems, and in MS Office programs and accounting software.
- Software conversion and implementation experience considered an asset.

- Interest and ability to embrace a hands-on finance role.
- Inuk Individual (is preferred)
- Bilingual Individual English/Inuktitut (is preferred)

**An acceptable combination of education and related work experience may be considered in lieu of formal education requirements. Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify.**

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## Salary & Benefits

MIA offers a competitive total compensation package including major medical, and dental coverage for the employees and their dependents. Employees also receive paid sick and vacation leave.

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## How to Apply

MIA welcomes applications from persons with disabilities. Disability accommodations available upon request.

Please forward a cover letter and resume to [hr@manitobainuit.ca](mailto:hr@manitobainuit.ca) referencing **Finance Manager - Application** in the subject line.

Your cover letter should clearly indicate why you are interested in joining our team and salary expectations.

The successful candidate will be required to provide a clear criminal record with vulnerable sector search and a child abuse registry check.

We thank all who apply however, only those selected for further consideration will be contacted.