



JOB DESCRIPTION

Position Title: Finance Manager

Program/Division/Department	Finance
Reports to:	Chief Executive Officer
Version Date:	August 2026

Position summary:

The Finance Manager provides oversight and management of all financial and accounting functions for Manitoba Inuit Association/Inuit Association of Manitoba (MIA/IAM). Reporting to the Chief Executive Officer, the Finance Manager ensures the accuracy, integrity and efficiency of all financial systems, transactions and reporting processes. This role plays a key role in supporting organizational decision-making by delivering timely, reliable financial information and maintaining strong internal controls that meet nonprofit, regulatory and funder requirements.

Key Responsibilities:

Financial Management & Accounting

- Oversee and perform day-to-day financial operations including accounts payable, accounts receivable, payroll, and general ledger maintenance.
- Ensure accurate and timely processing of all financial transactions.
- Maintain effective financial procedures, internal controls, and compliance with relevant regulations, funding agreements, and organizational policies.

Payroll Administration

- Manage full-cycle payroll processing in an accurate and timely manner.
- Ensure compliance with employment standards, tax regulations, benefits administration, and payroll policies.
- Maintain payroll records and respond to payroll-related inquiries.

Accounts Payable & Accounts Receivable

- Process invoices, expense claims, and vendor payments.
- Manage billing, receivables, and follow-up to ensure timely collection.
- Reconcile vendor accounts and maintain supplier relationships.

Financial Data Entry & Reconciliation

- Perform accurate data entry into accounting systems.
- Complete regular bank, credit card, and account reconciliations.
- Identify, investigate, and resolve discrepancies.

Month-End & Year-End Processes

- Prepare month-end journal entries, reconciliations, and financial summaries.
- Support annual audit preparation, assist external auditors, and ensure all required documentation is complete and accurate.
- Assist in year-end financial statements, working papers and reporting requirements.



Financial Reporting

- Prepare monthly financial reports for management, including variance analysis and budget monitoring.
- Provide financial data insights to support informed decision-making.
- Lead in budget preparation and forecasting.
- Other Duties as required

Community Engagement and Program Participation

- Participate in community outreach, engagement activities, workshops, and special events.
- Assist with planning and implementation of community-based initiatives related to housing, wellness, and homelessness prevention.
- Represent MIA/IAM at meetings, forums, and events as requested.

Administration and Reporting

- Complete monthly reports, statistics, and program documentation required by funders and MIA/IAM.
- Participate in program evaluation, data collection, and reporting activities.
- Maintain confidentiality and ensure compliance with organizational policies and funding requirements.

Organizational Support

- Provide support to other MIA/IAM programs and organizational activities when requested by management.
- Perform other related duties consistent with the position and organizational objectives.

Confidentiality and Professional Conduct

- Maintain strict confidentiality regarding client, organizational, and program information.
- Adhere to Inuit Qaujimajatuqangit (IQ) principles, MIA/IAM policies, workplace standards, and
- professional ethics.

Qualifications:

- Diploma or Degree in Accounting, Finance, Business Administration, or related field.
- Minimum 3 - 5 years of experience in financial management, preferably in a nonprofit or charitable organization.
- Experience with payroll systems and full-cycle.
- Professional accounting designation or enrollment in an accounting program (CPA, CMA, CGA) is an asset.

An equivalent combination of education, training, lived experience, and cultural knowledge will be considered



Assets:

- Experience working in Indigenous or Inuit community-based programs.
- Knowledge of culturally responsive or land-based learning approaches.

Required Certifications & Clearances:

- Valid First Aid and CPR certification (or willingness to obtain)
- Criminal Record Check with Vulnerable Sector Search
- Child Abuse Registry Check

Languages:

- Fluency in English is required
- Fluency in Inuktitut is an asset.
- Fluency in French is an asset.

Working Conditions:

- Full-time position based in Winnipeg, Manitoba
- Occasional overtime may be required during year-end or audit periods.
- On-site

Salary:

Dependent on Qualifications