WOLASTOQEY TRIBAL COUNCIL

WOLASTOQEY NATION IN NEW BRUNSWICK

EMPLOYMENT OPPORTUNITY–Wolastoqey Nation in New Brunswick and Tribal Council

Director of Finance

Overview:
The Wolastoqey Tribal Council (WTCI) is a not-for-profit organization whose role is to provide capacity building opportunities for its five member communities within New Brunswick (Matawaskiye, Wotstak, Bilijk, Sitansisk and Welamukotuk), in the areas of: Health, Education, Training/Employment, Governance, Sports and Emergency Management.

The Wolastoqey Nation in New Brunswick (WNNB) is a not-for-profit organization that represents the six Wolastoqey Communities in New Brunswick (Neqotkuk, Matawaskiye, Wotstak, Bilijk, Sitansisk and Welamukotuk) to coordinate and provide technical support and advice on matters that relate to Wolastoqey constitutionally protected Aboriginal and Treaty Rights.

The Finance Director, a shared service of WNNB and WTCI is the strategic financial manager of both organizations. The successful candidate will shape financial strategy, oversee budgeting and forecasting, ensure accurate reporting, manage risk, and advise senior leadership to support long-term stability and growth. Responsible for overseeing the financial operations of both organizations, ensuring fiscal responsibility, and compliance, the Director of Finance will report to the Executive Director of WNNB and WTCI respectively. This position requires a high degree of collaboration with senior management, the Board of Directors, key stakeholders and requires the highest level of confidentiality and trust.

Key Responsibilities:

- **Financial Leadership & Governance**
  - Develop and maintain a strong working relationship with senior management and the Board of Directors.
  - Advise executive staff on financial matters, ensuring sound financial decision-making.
  - Keep strong financial relations with staff, communities, and funders.
  - Oversee, set priorities, mentor and facilitate the growth of the finance team

- **Budgeting, Financial Planning and Strategy**
    - Lead long-range financial planning, set financial strategy, and align financial decisions with organizational goals.
    - Assist in the preparation of projected budgets and actively participate in funding agreement negotiations.
    - Own the annual budgeting cycle, track all budgets and provide monthly updates to respective Executive Directors.
    - Prepare and present financial statements and management reports, for senior leadership and the Board of Directors as needed.
    - Conduct regular reviews of WTCI and WNNB strategic plans to align financial strategies.
- **Financial Operations & Compliance**
    - Oversee day-to-day financial operations and implementation of efficient financial systems.
    - Oversee/coordinate audits for WTCI and WNNB.
    - Oversee and ensure financial reporting deadlines are met
    - Oversee and maintain excellent up to date financial records.
    - Support payroll operations, including cheque requisition preparations.
    - Ensure all Finance policies are followed.

Qualifications & Skills:

- Bachelor's or Master's degree in Finance, Accounting, Business Administration, or a related field.
- Chartered Professional Accountant (CPA) designation is preferred.
- Minimum of 3 years proven experience in financial leadership, preferably in a non-profit or corporate setting.
- Previous experience working with Indigenous Communities and Indigenous Organizations is considered and asset.
- Proven experience working with multiple funding agreements
- Strong knowledge of budgeting, auditing, financial reporting, and compliance regulations.
- Proficiency in financial software and tools
- Excellent communication and interpersonal skills for engaging with senior management, staff, and external stakeholders.
- Ability to work independently and collaboratively in a dynamic environment.

WTCI/WNNB offer an attractive compensation and benefits plan. The salary range for this position is $80,00.00 - $100,000.00. Our office hours are Monday to Thursday 8:30 – 4:30, the working location is the Eqpahak Centre, Sitansisk (St. Mary's First Nation), Fredericton, NB. **Applications should be submitted in confidence via email, with the subject line "Director of Finance", to: human.resources@wolastoqey.ca. The deadline for applications is November 18th 2026.**

WTCI/WNNB hire on the basis of merit and are committed to employment equity. We encourage all qualified persons to apply; however, **preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.** Candidates who currently hold elected political office will not be considered for this position.