

Position Title:	Manager, Finance
Job Type/Location:	Full-Time – Remote/Hybrid Work at a Distance across Canada
Salary Range:	FI3 (103,115 - 130,130)
Regular Weekly Hours:	35 hours
Created/Revised By:	Danielle Cognigni
Created/Revised On:	Created February 2024; Revised February 2026 & June 2026
Approved By:	NICHI Chief Executive Officer

**About NICHI:**

The National Indigenous Collaborative Housing Inc. (NICHI) exists to uphold and advance housing as a human right for all Indigenous Peoples living in urban, rural and northern communities from coast-to-coast-to-coast. NICHI is built on a principle of cooperation and coordination of expertise amongst members, partners and stakeholders committed to ensuring that no Indigenous person gets left behind because of where they live. By establishing a national Urban, Rural, Northern (URN) Indigenous Housing Strategy, NICHI brings together Indigenous-led housing providers and fill a gap as a national coordinating mechanism. NICHI will harness the extensive Indigenous housing expertise that exists to co-design and co-deliver a national URN housing strategy, distribute resources to Indigenous housing projects and support wrap-around services. Its governance, management and operational structures will utilize the strengths exhibited by Indigenous service organizations.

**Reporting:**

This position reports to the Sr. Director, Operations

**Position Summary:**

The Manager, Finance is responsible to manage the end-to-end-financial systems, processes, and related controls in support of the Vision, Mission & Values, and strategic direction of the National Indigenous Collaborative Housing Inc. (NICHI). The incumbent will provide accounting expertise that includes responsibility for the payroll function, accounts receivable, accounts payable, the budget process, cash management, financial controls, financial reporting, the audit process, and other related financial responsibilities as required.

**Responsibilities:**

- Develops, administers, and documents accounting processes and procedures to ensure risk is effectively managed and internal controls are established and monitored.
- Provides oversight of all spending limits and financial authorities in accordance with corporate policies; follows up on issues as warranted.
- Serves as a financial liaison/resource to the Board and senior leadership; provides financial

data/information, advice, and expertise on all financial matters as necessary.

- Develops and maintains positive and effective working relations with the Board, senior leadership, external financial management consultants, government departments and agencies, vendors, financial institutions, and external auditors.
- Provides leadership to the Finance Officer and oversees their work; manages performance outcomes and provides feedback and coaching for development.
- Provides support and coaching to team members to help build financial understanding/capacity; responds to financial inquiries from the team and assists them with financial matters.
- Prepares adhoc or regular financial summaries, reports, and budgets.
- Ensures all accounting principles and procedures follow financial requirements relating to legislation, GAAP.
- Manages and oversees all financial transactions, transfers, and payments; monitors the cash flow and ensures liquidity; responsible for the banking and reconciliation processes.
- Manages and provides oversight of the budgeting process; conducts variance analysis and corresponding financial reports.
- Processes the payroll and ensures related regulatory/legislated provisions are adhered to within required timelines.
- Adheres to all Canada Revenue Agency (CRA) regulations for processing, reporting, and remittance purposes; ensures all software is updated to reflect current CRA and provincial tax legislation.
- Prepares cost/benefit analysis on internal projects and external opportunities as warranted; assists with the funding application process and ensures funding arrangements and reporting requirements are completed efficiently and effectively; identifies or investigates potential financing opportunities and other related initiatives.
- Maintains financial files and inventory records of all capital assets.
- Provides oversight and/or administers the accounts payable and receivables as required; performs quality control reviews of invoices, cheque requisitions and other financial information to ensure accuracy/completeness; prepares and maintains all financial documentation/information.
- Prepares and maintains audit working papers and participates in the audit process.
- Standardizes financial reports, modelling, and presentation of information.
- Develops and delivers presentations; facilitates regular and ad hoc team and other meetings as required.
- Establishes and manages positive business relations with stakeholders and the public; responds to inquiries and provides information as appropriate.
- Maintains a high level of professionalism, discretion, and confidentiality.
- Performs other responsibilities in support of organizational goals.

## **QUALIFICATIONS**

### **Education and Experience:**

- Post-secondary university degree in business, accounting, commerce; a CPA designation is an asset
- Minimum three (3) years of relevant management experience in accounting, auditing, budgeting
- Related and successful experience in a similar role with knowledge of a broad range of business operations, practices, and procedures, preferably in an Indigenous, non-profit or community development organization.
- A combination of education, training, and work experience, which NICH I deems to be equivalent, may be considered

### **Knowledge, Skills and Abilities:**

- A deep understanding of the social, cultural, and economic challenges faced by Indigenous Peoples and communities, particularly in relation to housing.

- Knowledge of Indigenous rights, policies, and frameworks related to housing and community development.
- Proven communication skills with a variety of internal and external stakeholders; is articulate and can verbally communicate well with others; has excellent writing / reporting skills; listens well.
- Presentation and facilitation skills (can make dynamic and impactful presentations and facilitate effective and efficient meetings and discussions).
- Skilled in the use of technology e.g. MS Office (Teams, Word, and Excel), accounting software/databases, email, internet, and DocuSign; is open to learn other internal systems as required.
- Contract management skills; administers terms and conditions and manages issues accordingly.
- Demonstrated time management skills; manages time and priorities effectively and efficiently and ensures deadlines are met.

#### **Attributes:**

- Relationship Management/Interpersonal – (is personable and approachable and can build relationships / network with ease; builds trust and engages with colleagues and key stakeholders, including senior leaders/Board and members; is non-judgmental, sensitive and responsive to the needs of others; has well established financial contacts)
- Efficient/Results Focused (is highly organized and meets required deadlines, establishes work plans and set priorities and timelines in support of the organization's direction; demonstrates initiative, establishes tracks, measures, and reports on KPI's/metrics; monitors and provides the appropriate level of oversight and improves processes to achieve positive business results that support the organization's finance related priorities and initiatives)
- Collaborative Team Member (is a contributing and collaborative colleague; works to achieve common goals; shares information to keeps others well-informed through regular and on-going communication; is accessible and fosters good cooperation and transparency; is open to suggestions, input, or advice from others, demonstrating trust and mutual respect for all team members)
- Team Leadership (leads direct reports to achieve common goals and objectives; shares information and keeps direct reports well informed; inspires team members and ensures on-going communication; coaches for performance improvement/ensures accountability; recognizes team members for a job well done)
- Problem-solving/decision-making (reflects on/assesses and prepares for potential issues; can independently resolve issues and handle problems using sound judgement and decision-making; suspends judgement until all facts/data are known; is a proactive problem solver who demonstrates sound, logical judgement and well-reasoned decision-making; can manage/mediate potential or real conflict situations and resolve issues without becoming defensive or overwhelmed by focusing on the problem, looks for the middle ground if possible)
- Detail orientation (is highly attentive to detail to ensure all financial information and reporting is accurate and complete; ensures timelines/budgets/documentation and reporting is provided within expected timelines)
- Adaptable – (can self-regulate and maintain composure under pressure; is patient and flexible in approach without becoming stressed or overwhelmed; can adapt quickly and/or shift priorities to deal with urgent situations; can effectively handle uncertainty and change)
- Professionalism and Values (consistently models and supports corporate values; has integrity; is fair, objective and respectful of others; consistently demonstrates ethical behavior and a sound work ethic; maintains confidentiality; demonstrates integrity/honesty; is trustworthy)

#### **Working Conditions:**

- Flexible to work at a distance in a hybrid working environment that involves travel within Canada as well as working non-routine hours (e.g., working on evenings or weekends) if necessary
- Extended periods of concentration
- Interaction with senior leadership, NICHl's Board, external stakeholders, the Indigenous housing

community, contractors, financial institutions, and others

- Working with tight deadlines, specifically with respect to producing reports and other materials
- Overtime and the requirement to work evenings or weekends in response to business needs
- Attend quarterly face-to-face meetings, management, Board, and stakeholder meetings, which may require travel to various locations in Canada
- Valid driver's license; satisfactory result from a CPIC/criminal background check.



**Acknowledgement and Agreement:**

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have read, understand, and accept the requirements as identified in the job description for the Manager, Finance, National Indigenous Collaborative Housing Inc. (NICHl). I agree to perform all activities including those that may be assigned to me. I further understand and accept that failure to perform the duties as required may result in discipline up to and including termination of my employment with NICHl.

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Employee (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Chief Executive Officer Signature  
(or assigned designate)

\_\_\_\_\_  
Date