



# Berens River Child and Family Services

**Competition No.:** 2025- 001

**Position:** Finance Manager, Full-time

**Salary:** Depends on Qualifications

**Department:** Berens River Child & Family Services

**Location:** 830 Empress St. Winnipeg, MB

**Closing Date:** December 18, 2025, at 4:30pm

**Position Summary:** The Finance Manager at Berens River Child and Family Services plays a pivotal role in managing the organization's financial operations and strategy. Reporting directly to the Executive Director, this position ensures financial health and compliance by developing reports, overseeing systems, and navigating funding opportunities and legislative requirements. The Finance Manager fosters collaboration among finance staff to maintain efficient processes and support informed decision-making.

## Key Responsibilities

- Implement and maintain sound financial operations, systems, and procedures.
- Develop budgets and monitor budget controls.
- Prepare accurate monthly, quarterly, and annual financial reports.
- Collaborate with supervisors to develop financial plans and forecasts.
- Ensure compliance with accounting standards and regulatory requirements.
- Plan and monitor cash flows for operational needs.
- Manage accounts receivable and funding agreements.
- Review and approve payroll entries and purchase orders.
- Participate in year-end processes and audits.
- Identify risks and implement mitigation strategies.
- Provide mentorship and support to finance staff.
- Lead special projects and drive initiatives to enhance financial performance.

## Qualifications

- Bachelor's degree or diploma in Accounting, or Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager (CAFM) designation is an asset.
- Minimum 3 to 5+ years of accounting experience, preferably in a First Nation environment.
- Knowledge or experience with Child and Family Services organizations is an asset.
- Proficiency in accounting software and the Microsoft Suite (Word, Outlook, Excel, etc.).
- Expertise in financial planning, analysis, and reporting.
- Strong analytical and problem-solving abilities.
- The ability to understand and/or speak Anishinaabemowin is an asset.
- Excellent English verbal and written communication skills.
- High attention to detail with strong organizational skills.
- Excellent verbal and written communication skills (specifically for documentation and report writing).
- A valid driver's license; a reliable vehicle. May require travel to the Berens River Community.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Checks.

**Please send a Cover Letter and Resume by Email to:** [jamie.thordarson@berensrivercfs.org](mailto:jamie.thordarson@berensrivercfs.org)

**The Cover Letter must include the Competition Number and Position you are applying for.**

We thank all who apply, however, preference will be given to Berens River Band Members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter.