



Job Opportunity

Position:	Controller Competition #2025-40
Conditions:	Full-Time, Permanent
Department:	Finance
Location:	865 Main Street, Winnipeg, MB
Closing Date:	Open until filled
Salary Range:	\$70,000.00-\$80,000.00

Shawenim Abinoojii is a non-profit service provider and Southeast First Nations-led organization. We offer comprehensive benefits, a rewarding work environment, and opportunities to challenge yourself, apply your skillset and be a part of a unique First Nations-led service model.

BENEFITS:

- ✓ Competitive salary
- ✓ Personal leave days and paid sick time
- ✓ Employer-matched Pension plan
- ✓ Comprehensive health and dental benefits package
- ✓ On-site parking
- ✓ Paid professional development

OVERVIEW:

The **Controller** plays a key leadership role within our organization, overseeing all aspects of financial reporting, budgeting, audit coordination, and internal controls. Working closely with the Director of Finance, Board Finance Committee, and program Supervisors, the Controller ensures the integrity of financial information, compliance with funder and regulatory requirements, and efficient use of resources in support of our mission.

You will lead and mentor a small team of nine finance professionals and act as a trusted advisor to leadership on financial planning, risk management, and continuous improvement initiatives.

If you are a finance leader who thrives in a collaborative environment and wants your work to make a difference in the community, we would love to meet you!

KEY RESPONSIBILITIES:

- Lead, coach, and develop a finance team of nine staff.
- Oversee the preparation of monthly, quarterly, and annual financial statements in compliance with nonprofit accounting standards.

- Review and approve journal entries, account reconciliations, and financial transactions including allocations, accruals, and asset amortization.
- Prepare and monitor annual operating and capital budgets, forecasts, and cash flow projections.
- Manage and report on funding agreements, grants, and donor-restricted funds to ensure compliance and timely reporting to funders.
- Coordinate the annual external audit and maintain “audit-ready” records throughout the year.
- Develop, implement, and update financial policies, procedures, and internal controls.
- Identify and mitigate financial and operational risks in collaboration with the Director of Finance.
- Oversee tax and payroll remittances, bank reconciliations, and investment or reserve accounts.
- Prepare financial reports and analysis for the Board Finance Committee and Leadership team.
- Evaluate financial systems and processes for efficiency and lead improvement initiatives.
- Promote financial literacy by supporting Supervisors, Directors, and program staff with training and budget guidance.

QUALIFICATIONS:

Experience & Skills

- 3–5 years of progressive experience in accounting or finance management (Controller, Senior Accountant, or Finance Manager level), required.
- Experience in a **not-for-profit or charitable organization** and familiarity with **fund accounting** is a strong asset.
- Demonstrated success managing audits, budgets, and financial reporting processes.
- Strong understanding of Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).
- Proven leadership, coaching, and team-building skills.
- Advanced Excel skills and experience with **Sage 300, Payworks, or similar systems**.
- Excellent communication and analytical skills — able to translate numbers into insights.
- High level of integrity, confidentiality, and commitment to ethical financial practices.
- Organized, detail-oriented, and able to manage competing priorities in a fast-paced environment.
- Demonstrate knowledge and/or understanding of First Nations perspectives, culture, and philosophies.

Education & Credentials

- Bachelor’s or Graduate degree in Accounting, Finance, or Business is required.
- CPA (CA, CMA, CGA) designation or equivalent experience is required.
- Graduate studies (MBA, MAcc, or related) or coursework in nonprofit management is an asset.
- Ongoing professional development in accounting, leadership, or nonprofit finance is encouraged.

Conditions of Employment

- Must have a clear **Criminal Record Check with Vulnerable Sector Search, Child Abuse Registry Check, and Adult Abuse Registry Check** (within 3 months).
- Valid driver’s license with a satisfactory driver abstract, required.
- Occasional evening or weekend work may be required during audits or budgeting cycles.

Please visit our careers page to view our current opportunities and to submit your application directly:

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You are also welcome to apply to recruitment@shawenimabinoojii.org to or drop your resume off at our main office located at 865 Main Street.

WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (FIRST NATIONS, INUIT, OR METIS).