



BRANCH OFFICE

Wabun Tribal Council
313 Railway Street
Timmins, ON P4N 2P4
T: 705-268-9066 F: 705-268-8554
Website:
www.wabuntribalcouncil.ca

Employment Opportunity

Position	Finance Administrator
Salary Range	To be determined
Location	Timmins
Posting Date	August 31, 2026
Closing Date	Opened until filled

POSITION SUMMARY

Under the direction of the Finance Advisor, the Finance Administrator will ensure all general ledger accounts of Wabun Tribal Council are kept current and financial records are maintained. Work with Wabun First Nations as needed to their finance department.

PREFERRED QUALIFICATIONS

- Minimum 3-year Accounting Diploma/Degree from a recognized College or University or minimum of 3 years' experience in the accounting field
- Excellent communication and Interpersonal skills
- Must have knowledge of finances, budgets, and forecasts, etc.
- Experience in working with Indigenous organizations and/or Government agencies
- Experience and knowledge of a manual accounting system and computerized system of Adagio and Simply 50
- Experience and knowledge in various government funding and criteria
- Demonstrate flexibility and adaptability within the working environment
- Criminal References check relevant to the position and must be bondable

DUTIES AND RESPONSIBILITIES

- Ensure all invoices/statements are paid on a timely basis and are update to date
- Ensure all invoices and Cash receipts are recorded into the financial system on a timely basis
- Asist the Financial Advisor with any financial matters regarding Wabun Tribal Council when requested
- Assist the Financial Advisor in the timely preparation of financial status reports for presentation to the Chiefs and Executive Director at their meetings for their review and approval

HOW TO APPLY: Please submit your cover letter and resume, quoting Posting Number to

In person: 313 Railway Street, Timmins, ON P4N 2P4

Email: HR@wabun.on.ca or Fax: (705)268-8554

Please note that preference will be given to qualified Indigenous applicants. **Please self-identify**

Thank you to all applicants; however, only those selected for an interview will be contacted.