



Opportunity Contract Finance Officer

Contract Term: September 15, 2025 – December 15, 2025 (4 months)

Pay Range: Based on qualifications and experience

SUMMARY: The Nimkee Nupigawagan Finance Officer is a short-term contract position responsible for overseeing and managing financial activities to ensure accurate and timely processing of accounts, payroll, and reporting requirements. The Finance Officer will work closely with the Assistant Director and management team to support fiscal accountability, maintain compliance with funding agreements, and ensure effective financial systems are in place.

RESPONSIBILITIES:

- Manage accounts payable and receivable in a timely and accurate manner.
- Process payroll in compliance with organizational policies.
- Maintain and reconcile general ledger accounts and bank reconciliations.
- Prepare financial statements, reports, and summaries for management and Board review.
- Ensure compliance with funding agreements, government regulations, and organizational financial policies.
- Monitor budgets, track expenditures, and identify variances.
- Provide financial advice and support to program managers as required.
- Maintain organized financial records and filing systems (electronic and hard copy).
- Participate in team meetings and other activities to contribute to organization planning.

QUALIFICATIONS:

- Diploma or degree in Accounting, Finance, Business Administration, or related field.
- Proven experience in finance role, preferably in a non-profit or community organization.
- Strong knowledge of accounting principles, budgeting, and financial reporting.
- Proficiency in accounting software (QuickBooks) and Microsoft Office Suite.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work independently and meet deadlines.
- Clear CPIC/VS – to be produced upon hiring.
- Analytical and problem-solving skills.
- Ability to prioritize tasks and manage multiple deadlines.
- Strong ethics and integrity in handling confidential information.
- Adaptability to short-term contract work and organizational needs.

Please submit application with resume and credentials to: Dave Trudel, HR Manager
hr@nimkee.org by *Thursday, September 11, 2025 at 4 pm.*