

MI'KMAW NATIVE FRIENDSHIP CENTRE



Employment Opportunity: Finance Director

Location: Halifax, NS

Employment Term: May 2026 to March 31st, 2027 (possibility of renewal) Full time hours (35 hours/ week)

Reports To: Executive Director & Associate Executive Director

General Description:

Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **One (1) Finance Director**. The Finance Director will report directly to the Executive and Associate Executive Directors to ensure cohesive alignment with the overall operations and strategy of The Mi'kmaq Native Friendship Centre.

Key Responsibilities:

- Develop, implement, and monitor the organization's financial strategy to support mission-driven goals and program growth.
- Advise the Executive Director and Board of Directors on financial planning, sustainability, and risk management.
- Lead the preparation of annual budgets, multi-year forecasts, and scenario planning.
- Present clear and accessible financial reports to leadership, program managers, and the Board Finance Committee.
- Collaborate with the Finance Manager to ensure accounting operations are being adhered to including accounts payable, receivable, payroll, and SAGE Program Accounts.
- Ensure timely and accurate monthly and annual financial reporting in compliance with nonprofit best practices.
- Manage the annual audit and HST tax filings, working with external auditors
- Maintain compliance with federal, provincial, and local regulations as well as funder reporting requirements.
- Track and report on government contracts, foundation grants, and restricted funds to ensure proper allocation and compliance with funder guidelines.
- Collaborate with the Development and Program teams to prepare budgets and financial reports for grant proposals and renewals.
- Maintain clear systems for monitoring expenditures and matching requirements for public funding.
- Monitor cash flow and operating reserves to maintain organizational stability.
- Manage relationships with banks, auditors, and investment partners.

- Evaluate and recommend financial policies and procedures to improve efficiency and internal controls; collaborate with Finance Manager and the Finance Team.
- Experience managing large budgets, with multiple contribution agreements; and the ability to maintain and record all finances in alignment with MNFC financial process(s) & protocol.
- Other related duties as assigned

Qualifications and Experience Required for the Position:

- Bachelor's degree in accounting, Finance, Business Administration, or related field required; CPA preferred.
- Minimum 7–10 years of progressive financial management experience, with at least 3 years in a senior leadership capacity.
- Experience with nonprofit or government-funded social service organizations is required.
- Demonstrated experience managing multi-source funding, including government contracts and foundation grants.
- Strong understanding of fund accounting, grant management, and cost allocation principles.
- Proficiency in accounting software (e.g., Sage 50 a must) and advanced Excel skills.
- Excellent analytical, problem-solving, and communication skills.
- Ability to translate complex financial data for non-financial audiences, including staff and board members.
- Integrity, attention to detail, commitment to equity, and the organization's mission.
- Successful applicant will be required to provide a Criminal Record Check (Vulnerable Sector Check),
- Reliable means of transportation (must own a working vehicle) Provide copy of valid class 5 driver's license, recent abstract.

Application Deadline: May 18th 2026

Submit Resume and cover letter to: <https://mnfc.applytojobs.ca/>

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel working within this job title.

The Mi'kmaw Native Friendship Centre is an equal opportunity employer; and complies with all fair employment practices laws. We are committed to providing a workplace free from unlawful discrimination and harassment and prohibit the same against employees, applicants or other covered persons by co-workers, supervisors, managers, or third parties based on a person's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veterans status, disability unrelated to job requirements, ethnicity, genetic information, military service, political affiliation, marital status and pregnancy or other protected status.

Qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process included and not limited to travel, relocation, and application development.

Only those applicants who are screened in for an interview will be contacted