



ONTARIO ABORIGINAL LANDS ASSOCIATION Employment Opportunity

Position Title: Finance Coordinator

OALA is seeking an experienced and driven individual to fill the position of Finance Coordinator.

The Ontario Aboriginal Lands Association (OALA) is a federally registered not-for-profit organization that is community-based, and membership-driven. OALA is dedicated to raising professional standards and capacity in First Nation land management.

Position Summary:

Working under the supervision of the Executive Director, the Finance Coordinator is responsible for maintaining accurate financial records, supporting organizational budgeting and reporting, and ensuring compliance with funder and regulatory requirements. This role is central to the integrity, accountability, and transparency of OALA's financial operations and supports multiple funded programs across the organization.

The Finance Coordinator position will:

- Ensure accurate bookkeeping, financial reporting, and audit-ready financial systems
- Support budgeting, forecasting, and financial planning activities
- Manage multiple funding streams and funder reporting requirements
- Uphold strong financial controls, confidentiality, and accountability
- Support remote and hybrid operations through clear financial communication and collaboration

Location: Distributed Workplace (Work from Home/Telecommuting) or
9119 West Ipperwash Road, Unit B, Kettle and Stony Point First Nation
ON, N0N 1J1 or 1024 Mississauga St, Curve Lake, ON K0L 1R0

Employment Type: Full-time contract until March 31st, 2027
(Possibility of extension beyond 2027)

Language: Fluency in English (written, comprehension and oral)

Closing Date: OALA Membership Level
April 27th, at 4:30 p.m. – Eastern Standard
Time (Late applications will not be accepted)

Annual Salary: This position's salary range is currently under review and will
be discussed with candidates during the hiring process.

Job Description: Available upon request

Knowledge, Abilities, and Skills:

- Maintain accurate and current financial records using accounting software (e.g., QuickBooks Online)
- Process accounts payable, accounts receivable, and electronic payment batches
- Prepare monthly, quarterly, and year-end budget-to-actual financial reports
- Track expenditures across multiple funding streams and programs
- Conduct variance analysis and support financial decision-making
- Prepare financial summaries for Board, funders, and internal reporting
- Support payroll processing and maintain confidential payroll and benefits records
- Maintain organized, secure electronic financial filing systems
- Prepare documentation for annual audits and funder reviews
- Ensure compliance with funder agreements, organizational policies, and regulatory requirements
- Communicate financial information clearly to staff, management, and Board members
- Work collaboratively in a remote team environment using Microsoft 365, SharePoint, and Teams
- Promote RLAs, NALMA, and the PLMCP program.
- Ensure legislated privacy requirements are met
- Ability to establish and maintain effective working relationships with other First Nation Organizations and Government.
- Ability to do research and introduce best practices procedures to share with OALA staff

Minimum Qualifications:

- Diploma or degree in accounting, finance, business administration, or a related field (or an equivalent combination of education and experience)
- Minimum 3–5 years of bookkeeping or financial administration experience
- Strong organizational skills with attention to detail and accuracy
- Experience using accounting software (QuickBooks Online preferred)
- Ability to manage predictable deadlines and multiple priorities
- Proven professionalism, reliability, and a collaborative working style
- Knowledge of fund accounting, project budgeting, and funder compliance
- Ability to manage confidential information with discretion and professionalism

Preferred Qualifications:

- Experience with non-profit or Indigenous organizations considered a strong asset
- Intermediate to advanced proficiency in Excel and Microsoft Office applications
- Experience working with Indigenous communities or organizations
- Lived experience or identification as First Nations, Inuit, or Métis

Benefits:

- 15 sick days, 10 compassionate days;
- 3 weeks vacation;
- 4-Day work week;
- 5 Discretionary Holidays plus Christmas Break;

- Participation in the Group Insurance plan;
- Participation in the Employer-supported Retirement plan;
- Remote work options and flexibility of schedule; and,
- All required office technologies provided.

Other Information:

- The Successful candidate will be required to provide a criminal record check as a condition of employment, and
- Submit two (2) current signed and dated letters of reference to accompany resume

This will be a condition of employment that applies to permanent, contract, casual, and student hiring. Should you reach the point in the selection process where it is necessary to verify terms and conditions of employment, then the hiring manager or a human resources representative will contact you to complete an attestation.

How to Apply:

Email the following:

1. Covering Letter
2. Resume
3. Two Current Signed and Dated Letters of Reference

Send To:

Mindy Knott, Executive Director
Email: ed@oala-on.ca

OALA is an Indigenous led and governed organization. Indigenous candidates are strongly encouraged to apply.

OALA is an equal opportunity employer, committed to providing an inclusive environment and a barrier-free hiring process. If you require an accommodation for a protected ground under Ontario Human Rights Act during the recruitment process, please contact ed@oala-on.ca.

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

