WOLASTOQEY TRIBAL COUNCIL

Matawaskiye • Wotstak • Bilijk • Sitansisk • Welamukotuk

EMPLOYMENT OPPORTUNITY–Wolastoqey Tribal Council

Financial Controller

Overview:

The Wolastoqey Tribal Council (WTCI) is a not-for-profit organization whose role is to provide capacity building opportunities for its five member communities within New Brunswick (Matawaskiye, Wotstak, Bilijk, Sitansisk and Welamukotuk), in the areas of: Health, Education, Training/Employment, Governance, Sports and Emergency Management.

Reporting to the Director of Finance the **controller** oversees all accounting operations and is responsible for the accuracy, integrity, and compliance of WTCI's financial records. This role requires the highest level of confidentiality and trust.

Key Responsibilities:

- **Financial Operations & Compliance**
  - Oversee day-to-day financial operations and implement efficient financial systems.
  - Manage internal controls and compliance.
  - Coordinate audits for WTCI, ensuring timely submission.
  - Maintain excellent up to date accurate financial records.
  - Ensure reporting deadlines are met and track all reporting dates.
- **Payroll & Employee Compensation**
  - Coordinate employee compensation and benefits in collaboration with the payroll clerk.
  - Oversee payroll operations to ensure accuracy and compliance.
  - Ensure T4s are prepared and provided by deadline.
  - Support the processing of travel reimbursements in accordance with policy.
  - Ensure all Finance policies up to date and followed.

Qualifications & Skills:

- Bachelor's or master's degree in finance, Accounting, Business Administration, or a related field.
- Chartered Professional Accountant (CPA in progress or completed) designation is preferred.
- 2- 5 years Proven experience in financial leadership, preferably in a non-profit or corporate setting.
- Previous experience working with Indigenous Communities and Indigenous Organizations is considered and asset.
- Proven experience working with multiple funding agreements
- Strong knowledge of auditing, financial reporting, and compliance regulations.
- Proficiency in financial software and tools, including one drive for record management.
- Excellent communication and interpersonal skills for engaging with senior management, staff, and external stakeholders.
- Ability to work independently and collaboratively in a dynamic environment.

WTCI offers an attractive compensation and benefits plan. The salary range for this position is $75,00.00 - $93,000.00, the working location is the Eqpahak Centre, Sitansisk (St. Mary's First Nation), Fredericton, NB. **Applications should be submitted in confidence via email, with the subject line "Finance Controller", to: human.resources@wolastoqey.ca. The deadline for applications is November 22nd, 2026.**

WTCI hires on the basis of merit and are committed to employment equity. We encourage all qualified persons to apply; however, **preference will be given to individuals with an Indigenous background as per section 42 of the Human Rights Code.** Candidates who currently hold elected political office will not be considered for this position.

Note: Personal suitability will also be considered during the hiring process. WTCI may consider candidates that initially may not have all the experience and knowledge requirements. In that case, training and development opportunities will be identified for the candidate's long-term success.