

Finance & Budget Officer – Thunder Bay

Northern Policy Institute (NPI) is seeking a full-time Finance & Budget Officer for a 2-year (renewable) contract in **Thunder Bay, Ontario**. This position is ideal for those seeking a first position post-graduation or looking to move into a different field.

The Finance & Budget Officer is responsible for accounting, budgeting, and finance activities at Northern Policy Institute. They will process accounts payable and accounts receivable. Fiscal and inventory reporting, expenditure and operations monitoring, organization and filing skills, and financial coding capacity are critical. They will prepare monthly forecasting and variance analysis to ensure smooth fiscal operations.

The ability to generate cheque run reports, reconcile transactions and payments, and use accounting software is required. Desired knowledge or skills include a thorough understanding of accounting principles, flexibility, attention to detail, and time management skills.

While some experience would be preferred, recent grads with a bachelor's degree or a diploma should apply. Bilingualism would be an advantage. Multilingualism, or a special knowledge of Northern Ontario, would also be assets.

Candidates are asked to provide a one-paragraph statement as to why they applied for a position in Northern Ontario. Applications that do not include this information may not be considered.

Northern Policy Institute appreciates all expressions of interest; **only candidates who are to be interviewed will be contacted.** The salary range for this position is **\$45,000 to \$49,000** per year (plus benefits).

NPI values the ability to engage with communities in multiple languages. **An increment of \$1,500 over and above the base salary is available for those who can fluently speak Anishinabemowin, Oji-Cree, Cree, Michif or French, as well as English** in a professional setting.

To learn more about the benefits of working at NPI visit:
<https://www.northernpolicy.ca/benefits-of-working-at-npi>.

The deadline for applications is **midnight eastern time, 6 April 2025**. The expected start date is 5 May 2025. Please forward a cover letter, resume and references to hr@northernpolicy.ca with **Finance & Budget Officer** in the subject line. If interested, you can request a job description for this position by writing hr@northernpolicy.ca.

Note: applicants for this position **MUST** satisfy the eligibility requirements of NOHFC's internship program, which include: be at least 18 years of age, be a new entrant into the workforce or transitioning to a new career, not previously participated in an NOHFC-funded internship, reside, and be legally eligible to work, in Canada. For more

details visit: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

When considering applications from two equally qualified candidates, NPI **will give preference to First Nation, Métis, Inuit, or Francophone candidates**. Candidates coming from rural or remote northern communities or with a stated interest in working in northern regions in the future will also be given special preference. If any of these characteristics apply to you, **we encourage you to voluntarily state this in your cover letter**.

For information about the community of Thunder Bay visit: <https://www.thunderbay.ca/>



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program.