



# EMPLOYMENT OPPORTUNITY

Northern Inter-Tribal Health Authority

## FINANCE MANAGER – Full Time

Prince Albert, Saskatchewan

The Northern Inter-Tribal Health Authority is a dynamic and evolving First Nations healthcare agency that provides health program support to its four northern partners, Prince Albert Grand Council, Meadow Lake Tribal Council, Lac La Ronge Indian Band, and Peter Ballantyne Cree Nation.

### **POSITION MANDATE**

Reporting to the Executive Director, the Finance Manager performs professional, advisory, and confidential financial duties guided by the Financial Management Policy and Procedures Manual. The Finance Manager will prepare annual program budgets, provide monthly and annual financial reports, and ensure financial management is consistent with the generally accepted accounting principles (GAAP) that meet audit standards. Responsible for the financial management policy and procedures manual maintenance, developing appropriate administration forms and approval processes on finance procedures, payroll management, supervision of accounts receivables and accounts payables, banking relationships and collaboration, and compliance with the terms and conditions of transfer agreement funding.

### **QUALIFICATIONS/EXPERIENCE**


The ideal candidate will be an innovative professional with thorough knowledge of Financial Management. The required knowledge, skills, and abilities include:


- An undergraduate degree in Accounting, Finance, Commerce, or Business Administration.
- Minimum of 5 years of accounting or finance work experience. Equivalent education and experience may be considered.
- Knowledge and experience with the SAGE 300 accounting software is mandatory.
- Completion of a Professional Accounting designation is preferred, i.e. CPA or currently enrolled in the CPA with successful completion within 2 years.
- Experience in developing budgets, forecasting, customizing and generating financial reports.
- Knowledge of Canada Revenue Agency remittance requirements and other provincial and regulatory bodies.
- Knowledge of a non-profit organization's financial reporting processes.
- Knowledge and experience in preparing contracts.
- Experience working in a First Nations organization and/or the ability to speak a First Nations language is an asset.
- Ability to maintain a high degree of confidentiality for sensitive information.
- Strong leadership, supervisory and interpersonal skills.
- Willingness to work flexible hours and travel as required.

NITHA has a competitive salary/benefits package. **Only complete applications with a cover letter, resume, three (3) work-related references, and proof of education credentials will be considered for review.** We thank all applicants; however, only those chosen for an interview will be contacted.

Closing Date: **June 12, 2026**

**Interested applicants may submit their application in confidence to:**

 **Human Resource Advisor**  
Northern Inter-Tribal Health Authority  
PO Box 787  
Prince Albert, SK. S6V 5S4

 1 (306) 953-5010 (Fax)  
[hr@nitha.com](mailto:hr@nitha.com) (Email)

 [www.nitha.com](http://www.nitha.com)