



## Job #225 Finance Officer Accounts Payable

Location: Thunder Bay Office or Sioux Lookout (Onsite)

Department: Finance Services

Type of Role: Full-Time

The Finance Officer – Accounts Payable plays a critical role in maintaining the financial integrity of the organization by ensuring timely, accurate, and compliant processing of all payables. This position reports to the Director of Finance and supports a nonprofit with an annual operating budget exceeding \$25 million and is responsible for managing vendor relationships, processing payments, reconciling accounts, and supporting audit and compliance functions. The role requires a high level of attention to detail, discretion, and commitment to the organization's mission and financial stewardship.

### **Responsibilities:**

#### Accounts Payable Management

- Process and record all vendor invoices, staff reimbursements, and payment requests in accordance with internal policies and funder requirements.
- Ensure proper coding of expenses to appropriate programs, grants, and cost centers.
- Maintain accurate and up-to-date vendor records, including banking details.
- Monitor payment schedules and ensure timely disbursement via checks, ACH, or wire transfers.

#### Compliance & Controls

- Verify documentation for completeness, accuracy, and authorization prior to payment.
- Ensure compliance with nonprofit accounting standards, funder restrictions, and CRA regulations.
- Support internal control procedures, including segregation of duties and approval workflows.
- Assist with preparation of documentation for audits and financial reviews.

#### Financial Reporting & Reconciliation

- Reconcile accounts payable ledger to general ledger monthly.
- Prepare aging reports and assist with cash flow forecasting.
- Support month-end and year-end close processes by providing accurate payable data.



## Vendor & Stakeholder Relations

- Serve as primary contact for vendor inquiries and payment status updates.
- Resolve discrepancies and disputes with vendors professionally and promptly.
- Collaborate with program and administrative staff to ensure proper documentation and budget alignment.

## Systems & Process Improvement

- Maintain and improve accounts payable systems and workflows.
- Assist with implementation of automation tools and digital invoice processing.
- Ensure data integrity and security within financial systems.

## **Position Requirements:**

- Completion of an accounting diploma (or equivalent) or pursuing a professional accounting designation.
- Minimum 5 years of experience in nonprofit financial management
- Strong knowledge of accounting software (Adagio, PayDirt, Sage Intacct)
- Experience in all aspect of non-profit accounting (accounts receivable, accounts payable, Payroll, General Ledger and Financial Statements) required.
- Experience with federal and provincial funding agreements
- Experience with accrual accounting, internal controls and budget management.
- General ability to read, understand and interpret financial documents and communications.
- Understanding of Indigenous history, traditions, and beliefs with the ability to implement cultural values and practices within the delivery of services; Ability to speak one of the Indigenous dialects is an asset.
- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization.
- Strong computer skills including operation of accounting, spreadsheet, word processing email and other office productivity applications
- Familiarity with managing budgets of \$10M+ (experience with \$25M+ preferred).
- Strong knowledge of nonprofit accounting principles and funder compliance.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines.
- Travel may be required for meetings, audits, or training sessions or as deemed necessary to perform duties as assigned.

*Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.*



**Why Join IFNA?** If you're ready to contribute to our organization and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

We offer a full benefits package for full-time positions including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

**Salary Range:** \$61,663 to \$77,688

**Schedule:** Monday – Friday with some overtime and weekends when required.

**Submit your resume and cover letter** outlining your relevant experience and why you are the ideal candidate for this position to [recruitment@ifna.ca](mailto:recruitment@ifna.ca) identifying **Job #225**. We look forward to welcoming you to our team!

**Deadline:** January 23, 2026.

*Please note that only candidates under consideration will be contacted.*

*We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.*

*IFNA encourages any applicant with accessibility considerations to come forward throughout the recruiting processes.*