Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0 Phone 519-289-5555 www.COTTFN.com

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Senior Financial Reporting Coordinator
Department: Finance Department
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Posting Date: October 6, 2026
Posting Closes: October 27, 2026

Summary:

The Senior Financial Reporting Coordinator plays a central role in maintaining the integrity and accuracy of Chippewas of the Thames First Nation's financial records, supporting strong internal controls, and delivering timely, high-quality financial reporting to leadership and internal stakeholders.

Reporting to the Finance Director, this role is responsible for supporting month-end and year-end close processes, account reconciliations, variance analysis, audit preparation, and ongoing compliance with accounting standards and organizational policies. The Senior Financial Reporting Coordinator works collaboratively across departments to support accurate financial reporting, budget monitoring, and continuous improvement within the Finance Department.

Responsibilities:

- Prepare, review, and distribute monthly, quarterly, and annual financial statements and management reports.
- Support month-end and year-end close activities including journal entries, accruals, prepayments, and reconciliations.
- Perform reconciliation of balance sheet accounts, bank accounts, sub-ledgers, and general ledger accounts.
- Investigate and resolve discrepancies in financial records in a timely manner.
- Conduct budget-to-actual and period-over-period variance analysis and prepare supporting commentary.
- Assist with annual budgeting and quarterly forecasting processes.
- Monitor departmental budgets and identify material variances requiring leadership attention.
- Support the maintenance and documentation of internal financial controls and reporting procedures.
- Assist with annual audit preparation, audit schedules, working papers, and auditor requests.
- Support compliance with GAAP, PSAS, organizational policies, and applicable financial regulations.
- Identify opportunities to improve financial reporting processes, workflow efficiencies, and data accuracy.
- Support ad hoc financial analysis, reporting projects, and scenario modelling requested by leadership.

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- Assist in the development and maintenance of finance policies, procedures, and desktop guides.
- Collaborate with departments to support accurate financial information gathering and reporting.
- Maintain confidentiality and professionalism when handling financial and organizational information.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- CPA designation (CPA, CA / CPA, CMA / CPA, CGA) or active enrollment toward CPA designation is strongly preferred.
- Equivalent combinations of education and experience may be considered.
- Minimum 3–5 years of progressive experience in financial reporting, financial control, or accounting roles.
- Experience with month-end and year-end close processes and preparation of financial statements.
- Experience supporting internal or external audits is considered an asset.
- Advanced proficiency in Microsoft Excel including pivot tables, VLOOKUP/XLOOKUP, formulas, and financial analysis.
- Experience working with Sage300 or similar ERP/accounting systems.
- Proficiency in Microsoft Office Suite including Outlook, Teams, Word, and PowerPoint.
- Strong written and verbal communication skills.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com
OR
320 Chippewa Road, Muncey, ON N0L 1Y0

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Please indicate "Senior Financial Reporting Coordinator" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.