

Finance Manager



Rainy River First Nations' Business Development Corporation

EMPLOYMENT OPPORTUNITY

Ziibi Investments is seeking a dynamic and experienced leader to join our company as a finance manager on a full-time basis. This position will be finance focused and involved in the overall management of the company.

The finance manager will work closely with and report to the Ziibi Investments and Manitou Holdings GP management team while supporting the ongoing administration of the Manitou Business Management Trust, the RRFN Community Trust and the Manitou Community Holdings Trust. The ideal candidate will be an experienced financial leader with a proven track record for managing the financial affairs of a diverse portfolio of companies and for identifying and executing on new business opportunities.

The successful candidate will take on an increasing level of responsibility through the succession within a young and rapidly growing organization. The following outlines the core roles and responsibilities, however, the successful applicant will also be required to participate in managing all aspects of the company's financial and operating activities.

Roles and Responsibilities

- In collaboration with the CEO, manage and oversee day-to-day financial operations of the company.
- Ensure compliance with company financial and governance policies.
- In collaboration with the CEO, develop and oversee annual operating budgets.
- Manage various HR, IT, and other administrative tasks, as necessary.
- Provide an increasing level of leadership in identification, evaluation, approval and execution of new business opportunities.
- Prepare ad-hoc financial analysis and financial modeling/forecasting.
- Able to model the financial performance and overall business case for existing businesses as well as for potential acquisitions.
- In collaboration with the CEO, identify and secure capital as required for new investments and for existing portfolio companies.
- Implement and maintain governance structures for each company within Ziibi Investments' portfolio.
- Provide regular operating and financial reports to Ziibi Investments' board of directors.
- Provide administrative support as required to the Manitou Business Management Trust, the RRFN Community Trust and the Manitou Community Holdings Trust.
- Develop and maintain relationships with key stakeholders and strategic partners.
- Maintain high ethical standards and ensure the confidentiality of critical business information.

Submit your cover letter and resume to

resumes@ziibicorp.com

Subject Line: "Ziibi Investments - Finance Manager"

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The ideal candidate will have the following training, experience, and abilities:

- Post-secondary business degree, or equivalent training or experience.
- Chartered Professional Accounting (CPA) Designation preferred. Candidates who are currently enrolled in the CPA Program will also be considered.
- Leadership experience is an asset.
- Experience with and understanding of financial and accounting principles and best practices.
- Experience developing and adhering to annual budgets.
- Comfort with commercial legal principles and reading and revising commercial legal documentation and agreements.
- Strong interpersonal and communication skills.
- Experience working in a team environment.
- Innovative and collaborative thinker inclined toward creative problem solving.
- Positive attitude with the ability to pivot quickly to react to changing circumstance and new opportunities.
- Effective time management skills with the ability to manage competing priorities and tight deadlines.
- Familiar with Community Economic Development frameworks and principles.
- Calm under pressure. Willingness to learn and grow along with the company.

Requirements for Applicants to be Considered:

- Applicants must have completed a Post-secondary business degree and/or diploma.
- Applicants must be willing to provide a criminal record check, credit check and references, on request.
- Applicants must pass a drug and alcohol test, on request.

The position is open to all applicants who meet the above criteria. Ziibi Investments is an equitable employer. Preference will be given to RRFN members and all Indigenous people. Please outline First Nation membership status. The successful applicant will be subject to RRFN hiring and employment policies.

Deadline for applications is Friday July 15th, 2022

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