



EMPLOYMENT OPPORTUNITY

National Aboriginal Lands Managers Association (NALMA)

Position: NALMA Associate Finance and Senior Officer

The National Aboriginal Lands Managers Association (NALMA) is a federally registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven, dedicated to raising professional capacity in First Nation land management.

NALMA is seeking an experienced and driven individual to fill the position of NALMA's Associate Finance and Senior Officer.

Position Summary:

Under the immediate supervision of the Finance and Senior Officer and the Executive Director, the position of Associate Finance and Senior Officer will endeavor to:

- Assist in carrying out the goals and objectives of NALMA generally
- Take responsibility for financial administrative services for NALMA
- Assist the Executive Director in the financial management for NALMA
- Provide supervisory support in consultation with the Executive Director

Location:	NALMA Satellite Office within the OALA Office at Kettle and Stony Point First Nation, Ontario – Primary Work From Home (WFH) – Secondary NALMA Head Office, Curve Lake First Nation, Ontario – as required
Employment Type:	Employment Contract until March 31, 2028, with the possibility of an extension Start date is immediate.
Language:	English Fluency in English (written, comprehension and oral) Practical ability in French (written, comprehension and oral) would be an asset
Closing Date:	Friday, August 21, 2026, at 4:30 p.m. – Eastern Standard Time (Late applications will not be accepted)
Annual Salary:	\$102,000.00 Health and dental benefits upon successful completion of 6 months of continuous employment and subject to a 3-month probation period
Job Description:	Available upon request

Skills, Knowledge, and Competencies: Must possess

1. Experience and in-depth knowledge of philosophies, principles, practices, and techniques in financial management
2. Advanced knowledge and understanding of Generally Accepted Accounting Principles (GAAP) and Government fiscal reporting
3. Experience in compliance with provincial and federal regulations, including tax filings, payroll reporting, and WSIB requirements.

4. Proven experience leading audit and review engagements
5. Experience in managing fiscal resources including development/evaluation of business plans, budgets and reporting
6. Experience in mentoring or supervising junior team members.
7. High level of organizational skills
8. Excellent oral and written communication skills
9. Strong interpersonal, conflict resolution, and problem-solving skills
10. Ability to work independently with minimal supervision
11. Proficiency in the use of the Financial Management Tools and Systems, Microsoft Suite (Word, Excel, PowerPoint, Outlook), Internet Explorer, various online communication methods, i.e., TEAMS, ZOOM, etc., Mac operating systems, and Adobe Pro;
12. Maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

- Completion of post-secondary degree/diploma in accounting, finance and/or equivalent combination of education and experience may be considered
- Three or more years of progressive experience in accounting and financial management
- Own transportation and a valid driver's license
- Willing to work overtime and travel, including weekends and evenings
- Indigenous ancestry is an asset
- Experience working with First Nations is an asset
- Successful candidates will be required to provide a criminal record check as a condition of employment
- Provide three (3) references or submit two (2) current signed and dated letters of reference

Personal Suitability:

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

How to Apply: Mail, Fax or Email the following:
Covering Letter
Resume

Send To: Leona Irons, Executive Director
National Aboriginal Lands Managers Association
1024 Mississauga Street
Curve Lake, Ontario, K0L 1R0
Fax: (705)657-7177 or Email: liron@nalma.ca

Thank you to all applicants; however, only those selected for an interview will be contacted.