



COMMISSION DE DÉVELOPPEMENT ÉCONOMIQUE DES
PREMIÈRES NATIONS DU QUÉBEC ET DU LABRADOR
FIRST NATIONS OF QUEBEC AND LABRADOR ECONOMIC
DEVELOPMENT COMMISSION

Posting date: September 29, 2025
Application deadline: October 17, 2025

FINANCIAL CONTROLLER Regular full-time position

By joining the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC), you will contribute directly to the economic development of First Nations while being part of a team where commitment, collaboration and respect are at the heart of our actions! You will also benefit from many advantages, including:

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| ▲ A competitive salary | ▲ A monthly cell phone plan allowance |
| ▲ Friday afternoons off | ▲ Excellent benefits |
| ▲ The possibility of a hybrid schedule
(teleworking and working at the office in
Wendake) | ▲ Two weeks of paid vacation starting in the
first year, plus two weeks during the
holiday season |
| ▲ A work environment that facilitates work-
life balance | ▲ And much more! |

Salary: The gross annual salary upon hiring is between **\$76,982 and \$80,486** depending on the candidate's experience and training.

Workplace: 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

JOB DESCRIPTION

While reporting directly to senior management, the Financial Controller plays a central role in the organization's financial soundness and transparency. Their responsibilities include overseeing accounting operations, producing strategic analyses, budget planning, accountability, and risk management. In an environment where financing is primarily project-based, they simultaneously ensure the proper management of numerous financing agreements, each with specific conditions and deadlines.

MAIN FUNCTIONS

Accounting and cash management

- Oversee and validate the team's day-to-day financial operations (invoicing, accounts receivable, accounts payable, bookkeeping, bank reconciliations, and supplier payments).
- Ensure rigorous liquidity and cash flow management.
- Prepare and process payroll in accordance with internal policies and legal requirements.

Accountability

- Produce monthly financial reports, annual financial statements, and the financial component of the annual report (summary and ratios).
- Prepare and coordinate accountability for funded projects, each with separate agreements and specific funder requirements.
- Ensure compliance with Accounting Standards for Not-for-Profit Organizations (ASNPO), tax requirements, and obligations set out in funding agreements.

- Maintain proactive and constructive communication with funders to preserve trusting relationships.

Budget planning and analyses

- Prepare annual financial forecasts in collaboration with senior management.
- Develop and monitor project budgets, which are often funded through various agreements, to ensure compliance with funding conditions and resource optimization.
- Provide financial analyses to support decision-making regarding the use of resources as part of various projects.
- Produce strategic and financial analyses to support senior management in its decisions.
- Collaborate closely with management and project managers to ensure that each funding agreement is used optimally and compliantly.

Audit and internal control

- Participate in audit preparation and collaborate with external auditors.
- Develop and implement a financial risk management procedure.
- Propose and implement improvements to accounting, administrative, and internal control processes.
- Ensure compliance with laws, regulations, standards, policies, and procedures governing financial and operational activities.

ELIGIBILITY REQUIREMENTS

- University degree in administration, accounting, or any other relevant combination of academic studies
- A minimum of 5 years of experience in a similar position
- Very good command of Excel
- Excellent command of French and English, both spoken and written
- Very good command of Avantage accounting software and Microsoft Office 365
- Experience or sensitivity relating to First Nations communities is an important asset
- Valid driver's license and travel availability

DESIRED SKILLS AND ATTITUDES

- Knowledge of accounting and tax standards
- Analytical and summarization skills
- Rigour and organizational skills
- Autonomy and good initiative
- Teamwork and collaboration

If you would like to put your financial skills to work for a meaningful organization and make a concrete contribution to the development of First Nations, we would be pleased to receive your application. Please send your resume, along with a **mandatory** cover letter expressing your interest in the position, no later than 12 p.m. on October **XX**, 2025, to the attention of:

Ms. Jinny Thibodeau Rankin, Executive Director

First Nations of Quebec and Labrador Economic Development Commission
265, place Chef Michel Laveau, bureau 200, Wendake (Quebec) G0A 4V0
Email: rh@cdepnql.org

Only those selected for an interview will be contacted. Where qualifications are equal or equivalent, applications from First Nations people will be prioritized.