



Employment Opportunity

Position: Chief Financial Officer

Location: Rainy Lake Campus, Agency One Campus

Start Date: November 2025

Deadline: October 31, 2025, or until position is filled.

Wage: Negotiable. Vacation leave, competitive benefits package and registered pension plan (RPP) included.

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



Email:

Attn: Human Resources
Department

human.resources@7generations.org



Fax:

Attn: Personnel
Committee
(807) 274-8761



Mail:

Attn: Personnel Committee
Seven Generations Education
Institute
1452 Idylwild Drive, PO Box
297
Fort Frances, ON, P9A 3M6

Please direct any questions regarding this opportunity to the Director of Human Resources at: jordanf@7generations.org.

We thank everyone for their application, and advise that those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants are encouraged to self identify their First Nation affiliation.

SEVEN GENERATIONS EDUCATION INSTITUTE
7GENERATIONS.ORG | #MYSGEI



Chief Financial Officer

Job Description

About the organization

Seven Generations Education Institute (SGEI) is a First Nation-owned and controlled institute led by its Board of Directors of the ten (10) governing First Nations. The institute offers lifelong learning that includes secondary schooling, post secondary programs, training and does so across three campus and satellite operations in Treaty #3 territory.

Established in 1985, SGEI has served learners at its campuses and within community settings, while also actively forming partnerships to promote lifelong learning for individuals and communities.

Guided by Anishinaabe ways of knowing, doing, and being, SGEI will continue to provide outstanding learning, programs, and opportunities.

The new strategic plan for 2024-2029 reaffirms our commitment to lifelong learning and creates the space for bold steps toward sustainability, ensuring that SGEI continues to provide exceptional education.

General description

Responsible for strategic support of the financial, investment goals for intermediate, short term and long-term sustainability of SGEI and its entirety, the Chief Financial Officer (CFO) is responsible to plan, oversee and direct the financial activities of Seven Generations Education Institute (SGEI), and as well as manage and oversee investment strategies and structures.

The incumbent is responsible for sustainable financial planning and analysis to ensure that the organization has the resources required to operate effectively and meet its strategic goals and objectives. The incumbent will support decision making in growth and development and advise on required resources and the feasibility. The incumbent will support a risk management framework in consultation with the Board of Directors, Chief Executive Officer, and Senior leadership team.

Lastly, the incumbent will also manage the day-to-day operations of the Finance Department and be responsible to ensure that the department is compliant with Board policies, organizational policies, and applicable legislation.

Qualifications and skills requirements

1. Graduate degree in accounting, business administration or related discipline. Or bachelor's degree in related areas combined with ten years employment



experience will be considered.

2. Certified Public Accountant (CPA) certification required. Previous certification as a Chartered Accountant is an asset.
3. Minimum ten (10) years of experience in a senior management role in a public sector organization.
4. Demonstrated understanding of the applicable accounting standards and controls for public sector, not-for-profit, charity and First Nation organizations.
5. Minimum five (5) years' experience in investment planning and monitoring, including research, data analysis and strategic advice.
6. Supervisory experience leading departmental staff.
7. Demonstrated knowledge and proven experience leading and overseeing all areas of finance including but not limited to audits, investments, payroll and benefits administration.
8. Experience working with not-for-profit, charity, First Nation organizations as well as a wide range of publicly funded organizations.
9. Demonstrated knowledge, lived experience, and understanding of Treaty #3 First Nations, Indigenous communities, including language, cultural practices, community dynamics, and protocols.
10. Experience with supporting risk mitigation.
11. Oversee reporting on grants, transfer payment agreements, and other term-based funding from provincial and federal agencies.
12. Experience conducting short- and long-term financial planning.
13. Lead the development and implementation of strategic and operational plans.
14. Advanced communication skills, both written and verbal.
15. Proven ability to always maintain confidentiality and professionalism.
16. Ability to build and maintain strong collaborative relationships.
17. Proficiency with accounting and finance systems and software applications.
18. Knowledge of payroll software and human resources information systems (HRIS).
19. Knowledge of Anishinaabemowin is an asset.

Supervisor: Chief Executive Officer

Job duties/responsibilities

1. Lead the development of short- and long-term plans that ensure ongoing operational sustainability, achieve strategic objectives, and support decision making.
2. Lead the development of participatory financial planning that supports senior leaders to manage budgets.
3. Provide oversight and leadership of the finance department.
4. Lead investment strategies and infrastructure to support financial needs and growth.



5. Liaise with relevant outside agencies to support investment strategy.
6. Informed by research and data analysis, provide regular reporting and advice to the Chief Executive Officer.
7. Provide oversight to ensure that all reporting for grants, transfer payment agreements and other agreements is completed as required.
8. Provide oversight to ensure staff and leadership can access timely and appropriate information related to grant and funding applications.
9. Oversee risk mitigation and systems.
10. Oversee policies and procedures on finance to ensure compliance with applicable legislation and regulations.
11. Support the implementation and update of software applications related to financial systems.
12. Support growth, diversification and feasibility of new initiatives.
13. Oversee selection and maintain relationship with auditors.
14. Oversee audit and related processes.
15. In collaboration with CEO, maintain relationships with investors and source external support as required.
16. Support benefits planning, coordination, and renewal.
17. Ensure appropriate insurance for SGEI.
18. Support the reporting of finances to the Board of Directors.
19. Ensure adherence to, and periodic review of SGEI policies and procedures.
20. Liaise with Director of Administration regarding the implementation of Financial Processes, Procurement processes and other policies and procedures.
21. Oversee external procurement.
22. Ensure compliance with provincial and federal legislation, generally accepted accounting standards (GAAP), funding agreements and Canada Revenue Agency (CRA) requirements for charity and not-for-profit organizations; and,
23. Other duties as assigned from time to time.

Relationships:

Internal

- Oversight of staff in the Finance Department.
- Provide support to CEO regarding financial planning, financial management and risk management.
- Support the provision of financial updates to the Board of Directors.
- Reports to CEO.
- Responsible for financial policy and procedures.



External

- Interacts with external organizations, government agencies, communities and other agencies.
- Works with external vendors and service providers.

Working Conditions:

- Occasional travel may be required to other campus locations and to remote meetings of the Board of Directors.
- Work indoors in private office setting with occasional exposure to moderate levels of noise.
- On rare occasions may be exposed to behaviourally difficult students or members of the public.
- Monday - Friday, thirty-five (35) hours a week.
- Position is demanding and sometimes stressful with periods of high demand during year end processes.
- Occasional lifting of up to 10 lbs required.
- Lengthy periods of sitting at a desk, with the ability to change positions.
- Nature of work requires a high degree of manual dexterity while working at a computer with requirements for both speed and accuracy.
- A high degree of concentration is required for long duration while preparing reports, budgets and completing year end functions.

Conditions of Employment

- Provision of a satisfactory Vulnerable sector check as they will interact one on one with staff who are under 18 or may otherwise be considered vulnerable persons.
- Valid Ontario class 'G' driver's license (note: required to drive SGEI fleet vehicles).
- Occasional remote work conditions will be considered.