



JOB OPPORTUNITY

POSITION: Finance Manager

REPORTS TO: The Executive Director

LOCATION: Montreal or Nunavik

ABOUT US:

Atanniuvik is Nunavik's new Inuit-led research governance organization, dedicated to ensuring that research in Nunavik reflects community priorities, values, and self-determination. As Atanniuvik prepares for its operational launch in 2026 and beyond, we are seeking a detail-oriented and values-driven Finance Manager to establish and maintain strong financial stewardship across the organization.

The Finance Manager plays a critical role in ensuring transparency, accountability, and sound financial systems. This position oversees day-to-day financial operations, leads core financial processes, and supports the organization in developing the financial structures needed for long-term sustainability.

RESPONSIBILITIES – Finance Manager

Financial Operations

- Manage accounts payable, ensuring accurate coding, approvals, and timely payments.
- Oversee and validate payroll services provided by external contractors and ensure payroll is processed accurately and on time.
- Process and review travel expense claims in accordance with organizational policies.
- Maintain the general ledger and ensure proper documentation and record retention.
- Monitor cash flow and ensure adequate financial controls are in place.

Budgeting and Reporting

- Assist the Executive Director in preparing annual budgets.
- Track expenditures against approved budgets and provide regular financial updates.
- Prepare monthly and quarterly financial reports for management and the Board of Directors.
- Support funder financial reporting requirements.

Compliance and Controls

- Ensure compliance with funding agreements, policies, and applicable regulations.
- Develop and maintain financial policies and procedures.
- Coordinate annual audit preparation and liaise with external auditors.
- Strengthen internal controls and risk management practices.

Systems and Process Development

- Support implementation and management of accounting software and financial systems.
- Develop streamlined processes for expense claims, travel reimbursements, and payroll approvals.
- Provide financial guidance and support to staff.

QUALIFICATIONS:

- Post-secondary education in accounting, finance, business administration, or a related field.
- Professional accounting designation (CPA) or active enrollments in a CPA program considered a strong asset.
- Additional training or certification in payroll administration, non-profit accounting, or financial systems is an asset.

EXPIERENCE:

- Accounts payable and accounts receivable processes
- Payroll administration and benefits processes
- General ledger management
- Preparing financial statements and internal management reports
- Supporting annual audits
- Minimum three years of progressively responsible experience in accounting, financial administration, or financial management.

OTHER ASSETS:

- Demonstrated ability to work efficiently with limited supervision
- Strong team work competencies
- Strong oral and written communication skills
- Ability to innovate and adapt to change
- Good communication skills in at least two (2) of the following languages: Inuktitut, English and French
- Strong computer skills, including with Microsoft Office applications
- Experience working with databases
- Willingness to travel within Nunavik
- Knowledge of or experience with research in Nunavik is a significant asset

BENEFITS:

- Pension Employer matching contributions available.
- Group Insurance Comprehensive group insurance package.
- Northern Living Allowance multiple allowance options available depending on employee location (Option 1, 2, or 3).
- Relocation Benefits (if applicable)
- Paid Holidays
 - 8 statutory holidays (Quebec-mandated)
 - 3 Indigenous holidays
 - 5 additional days through the Employee Manual
 - 8-day Christmas Break
- Vacation accrual in accordance with Quebec standards and enhanced Employee Manual provisions.
- Leave With Pay
 - 10 paid sick days paid out if unused.
 - Paid personal and bereavement leave options (not paid out).
 - Traditional leave: 10 days (not paid out).
 - Alternative options available for personal events and bereavement (annual maximums apply).

DURATION:

Full-time position after 6 month probationary period.

REMUNERATION:

Commensurate with experience

DEADLINE:

Thursday August 27, 2026

SEND RESUME AND COVER LETTER TO:

info@atanniuvik.ca

It is Atanniuvik's objective to favor and promote the employment of Inuit beneficiaries of the JBNQA.

We thank all applicants for their interest in this position.

Only applicants selected for an interview will be contacted.