



Want to make a difference?
ACFN is hiring and wants you to succeed,
apply today!

CONTRACT OPPORTUNITY – FINANCIAL ANALYST

Staffing Process Number: ACFN-2025-017

The Athabasca Chipewyan First Nation (ACFN) is seeking to fill one (1) Temporary Financial Analyst role.

- Contract; One (1) year, with a possibility of extension; 37.5 hours per week, and ability to work evenings, weekends, and holidays, as required.
- This position is local to **Fort McMurray, AB., or Fort Chipewyan, AB.**

Interested? Email your cover letter and resume in confidence to HR@acfn.com

Closing date: Open until a suitable candidate is found.

GENERAL RESPONSIBILITIES

- **Financial Reporting & Compliance:** Prepares financial statements, trial balances, and ad-hoc reports while ensuring accuracy and compliance with audit and regulatory standards.
- **Budgeting & Forecasting:** Assists in developing and monitoring annual budgets, monthly forecasts, and capital plans in coordination with department goals and cash flow projections.
- **Interdepartmental & Grant Coordination:** Collaborates with internal departments and external funders (e.g., ISC, CMHC) to track budgets, manage grants, and ensure financial agreement compliance.
- **Process Improvement & Operational Support:** Engages in financial process development, documents procedures, supports new tools and templates, and performs general financial functions.
- NOTE: The complete position description is available upon request.

QUALIFICATIONS

- Bachelor of Commerce or equivalent with an accounting major or minor.
- A Chartered Professional Accountant (CPA) designation, preferred.
- A minimum of Five (5) years of experience working in a First Nations or similar community-based organization, preferred.
- Microsoft Windows environment; Microsoft Outlook, Word and Excel.
- Valid Class 5 Driver's Licence.

Mahsi cho/Thank you to all who apply, however, only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.

