



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 www.COTTFN.com

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Associate Director of Administration & Finance
Department: Health Department
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 322 Chippewa Road, Muncey ON
Posting Date: April 24, 2026
Posting Closes: May 17, 2026

Summary:

This is an exciting leadership opportunity to support and advance Health Transformation within Chippewas of the Thames First Nation. The Associate Director of Administration & Finance will play a key role in building strong financial, administrative, and operational systems that support a child-centric, culturally grounded Health Department. Working closely with the Health Director and Associate Director of Care, this role supports a growing department of over 20 staff and ensures that financial stewardship and administrative processes enable high-quality service delivery.

We are seeking a leader who is detail-oriented, strategic, and grounded in Anishnaabe values, with a passion for building systems that support community wellness and long-term sustainability.

Responsibilities:

- Provide leadership for financial and administrative operations within the Health Department.
- Lead budgeting, forecasting, and financial planning processes.
- Monitor spending and ensure compliance with funding agreements and policies.
- Oversee financial reporting, variance analysis, and funding summaries.
- Identify and support access to funding opportunities to strengthen programs and services.
- Support implementation of administrative, financial, and reporting systems.
- Strengthen internal controls, documentation practices, and risk management processes.
- Support centralized systems including EMR-related administrative functions.
- Oversee compliance reporting and funding submissions.
- Support procurement, contract administration, and resource planning.
- Collaborate with Associate Director of Care to align financial planning with service delivery priorities.
- Support strategic planning, health transformation, and organizational improvement initiatives.

Qualifications:

- Post-secondary degree in Finance, Accounting, Business Administration, Public Administration, or related field.
- CPA designation is considered an asset.
- Minimum 5 years of progressive experience in finance, administration, or operations.
- Minimum 3 years of leadership or supervisory experience.
- Experience with budgeting, financial reporting, and funding administration.
- Experience with contribution agreements or public sector funding is preferred.
- Experience working in or alongside a First Nation or Indigenous organization is strongly preferred.
- Strong understanding of administrative systems, compliance, and operational processes.



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- Advanced proficiency in Excel and financial systems.
- Equivalent combinations of education and experience may be considered.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Associate Director of Administration & Finance" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.