



JOB OPPORTUNITY: Finance/Procurement Manager
A Division of Cat Lake First Nation Economic Development Corporation

Location: Dryden, ON (Far North Natural Resources Office)

Reports To: Director of New Business and Resource Development

Compensation: \$80,000 – \$100,000 per year

Term: 3-Year Renewable Contract

POSITION PURPOSE

Cat Lake First Nation Economic Development Corporation is looking for a detail-oriented Manager of Finance and Procurement to manage the Corporation's financial services and oversee public procurement. The Finance/Procurement Manager is a strategic leadership role reporting to the Director of New Business and Resource Development.

This position transitions the corporation from basic accounting to a "start-up" environment capable of managing multi-million-dollar regional projects, including (but not limited to) the pending Springpole Gold Project, Cat Lake Bioeconomy Project, and All-Season Road construction.

CORE RESPONSIBILITIES

Focus is on economic reconciliation, vendor management and financial capacity building and enhancing Indigenous procurement readiness.

1. Financial Systems & Governance

- Design, implement, and maintain scalable financial frameworks and internal controls.
- Ensure full compliance with tax regulations, government grant requirements, and non-profit reporting standards.
- Manage daily financial operations, including payroll and general ledger maintenance.
- Assist with HR matters on an as-needed basis.

2. Strategic Procurement & Operations

- Establish formal procurement policies and transparent bidding protocols.
- Negotiate and manage corporate contracts, including leases, IT infrastructure, and vehicle fleets.
- Maintain and optimize vendor relationships to ensure project efficiency and cost-effectiveness.



3. Reporting & Analysis

- Prepare comprehensive financial reports and data-driven insights for the Board of Directors, Band Council, and government partners.
- Monitor project-specific budgets and provide variance analysis to ensure fiscal responsibility across all EDC initiatives.

REQUIREMENTS & QUALIFICATIONS

- **Education:** Degree in Business, Finance, or Supply Chain Management.
- **Experience:** 3+ years of progressive experience in finance, accounting, or supply chain leadership.
- **Technical Proficiency:** Advanced expertise in QuickBooks, MS Excel, and managing complex government funding models.
- **Competencies:** Deep understanding of First Nations governance and the ability to operate autonomously in a high-growth environment.
- **Travel:** Ability to travel periodically to Cat Lake First Nation and remote project sites via small aircraft or winter roads.

HOW TO APPLY

Interested applicants will submit a cover letter, resume, three (3) current references to:

Email: info@farnorthnr.ca

Closing Date: June 15, 2026

Miigwech to all applicants for their interest, but only those selected for an interview will be contacted.



Far North
NATURAL RESOURCES