



JOB POSTING: YELLOW QUILL FIRST NATION

Title: YQFN Finance Manager

Location: Yellow Quill First Nation

Status: Full-Time Position

Reporting to: Director of Operations

Wage/Salary: Dependent on Experience

Closing Date: September 4, 2026.

The Organization:

Yellow Quill First Nation is a forward looking, outcome-based organization located 10 kilometers east of Rose Valley, Saskatchewan. YQFN is located near many recreational and nature-based attractions and facilities. Housing and complementary services can be accessed in the nearby communities of Kelvington, Rose Valley, Tisdale and Wadena.

Summary

The Finance Manager will be directly responsible for the financial successes of YQFN, the administration of its operations and strategic financial planning. Successful applicant will provide financial leadership, manage budgets, oversee accounting functions, conduct forecast analysis and coordinate and prepare for the annual audit. This individual will also be responsible for playing a key role in long and short-term strategic decision making and oversee the administration of the Finance Department. Other duties include providing regular reports on the organisation's progress to both the Membership and Chief and Council and participating in the development of YQFN priorities and objectives. Other duties will be assigned as necessary.

Position Responsibilities

- This position is governed by the Yellow Quill First Nation Financial Administration Law that is in place to manage and safeguard the organization's resources and will deliver specific services including budgeting, forecasting, cash management, accounting, payroll, benefits administration, financial reporting and procurement.
- The position is responsible for providing timely, accurate, and relevant financial information to the applicable Boards and Committees ensuring compliance with relevant legislation, regulations, agreements, directives, policies, and laws governing YQFN financial resources.
- This position is an integral part of the management team if the YQFN assisting financials, administrative, and human resource management and other matters as required and ensures the various departments have appropriate financial information in a timely matter to support decision-making, accountability, and service delivery.

Requirements

- Bachelor of Commerce, Accounting or Equivalent degree is required.
- Provide clear current CPIC.
- Class 5 Driver's License.
- Proficiency in SAGE 300 is required.
- 3-5 years experience in financial management for nonprofit organisations, Human resource management, and IT are considered an asset.
- 3 years experience managing staff is required.
- Knowledge of federal and provincial legislation is affecting charities, charitable status including CRA regulations in Canada.
- Knowledge and understanding the history of Aboriginal peoples and their socio-economic backgrounds is considered an asset.
- CPA designation combined with at least 7 years of related senior level experience. CAFM designation with at least 10 years of related senior level experience may be considered.
- Strong analytical, logical, and financial abilities.
- Ability to think and problem solve strategically and respond to challenges with innovative solutions.
- Ability to develop and maintain smooth, cooperative working relationships by showing consideration, concern and respect for others.
- Possess well-developed computer skills with word processing, spreadsheet, accounting and payroll software and financial systems.
- Value diversity, respect differences and build upon cultural and individual variability in the workplace.
- Ability to communicate effectively in high-pressure situations and adapt to the content and style of communication to a particular audience.
- Experience working with First Nations organizations would be an asset.

Please submit a cover letter with your resume and updated CPIC no later than **4:30PM on September 4, 2026:**

ATTN: Human Resources Coordinator EMAIL: Shantel.Poorman@yqfn.ca

Yellow Quill Band Office, P.O. Box 40, Yellow Quill, SK, S0A 3A0

PH: (306)-322-2281 or Fax the Band Office (306) 322-2304