



Native Women's Association of the N.W.T.

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Job Advertisement: Finance Officer

Organization: Native Women's Association of the Northwest Territories (NWANWT)

Location: Yellowknife, NT (in-office)

Employment Type: Full-Time

Application Deadline: June 13th, 2025

About NWANWT

The **Native Women's Association of the Northwest Territories (NWANWT)** is an Indigenous, non-profit organization dedicated to supporting the rights, safety, and wellbeing of Indigenous women, girls, Two-Spirit, and gender-diverse people across the Northwest Territories. Rooted in the traditions and values of Dene, Métis, and Inuvialuit communities, we offer community-based programs, advocacy, and services that empower Indigenous voices and promote systemic change.

Position Summary

The **Finance Officer** is a key member of NWANWT's team and plays a central role in ensuring sound financial management and accountability across the organization. Reporting directly to the Executive Director, the Finance Officer is responsible for managing budgets, tracking funding, maintaining accurate financial records, and preparing reports for internal use and external funders.

Key Responsibilities

- Manage day-to-day financial activities, including payroll, accounts payable/receivable, and bank reconciliations.
- Monitor project budgets and track expenses against funding agreements.
- Prepare regular financial reports for the Executive Director and Board of Directors.
- Assist with grant budgeting, financial reporting to funders, and year-end audit preparation.
- Maintain and organize all financial documents and ensure timely data entry.
- Ensure compliance with organizational financial policies and funding requirements.
- Support the organization in financial planning, sustainability, and strategic growth.

Qualifications

- Diploma or degree in Accounting, Finance, or Business Administration (or equivalent experience).
- Experience in nonprofit or public sector financial management (preferably in the North or Indigenous organizations).
- Proficiency in accounting software such as QuickBooks, and strong Excel skills.
- Excellent organizational skills and attention to detail.
- Knowledge of financial reporting requirements for government and private funders.
- Understanding of Indigenous communities, cultural safety, and reconciliation is strongly valued.

Office Located 5114 49th Street

How to Apply

Please send your resume and a short cover letter outlining your financial experience and your connection to NWANWT's mission to **Exdirector@nativewomens.com** by **June 13th, 2025**

Indigenous women, Two-Spirit, and gender-diverse individuals are strongly encouraged to apply. NWANWT values lived experience and cultural knowledge as equally important to formal qualifications.