



Financial Officer National Circle of Indigenous Agriculture and Food

The National Circle of Indigenous Agriculture and Food (NCIAF) is seeking an experienced and dedicated Financial Officer to help our organization reignite the role of Indigenous Peoples in agriculture and food, through knowledge sharing and supporting business creation, while honoring First Peoples, their lands, and Mother Earth. This role will play an important role in supporting our three strategic pillars:

- Advancing reconciliation and building bridges between Indigenous communities, Peoples, and other agriculture and food industry stakeholders and creating a national vision for Indigenous agriculture;
- Support the development of Indigenous agriculture and food businesses; and
- Build Indigenous capacity for agriculture through awareness of opportunities, knowledge exchange, and education and skills development.

The NCIAF is an Indigenous-led non-profit organization operating on core values of collaboration, communication, innovation, entrepreneurship, inclusivity, effective planning and execution, visionary thinking, and respect for Indigenous values, protocols, and ways of doing. The NCIAF aims to create a safe and inclusive environment where everyone is heard and respected. Empathy is an important part of this, and the organization strives to be a leading voice in Indigenous agriculture while also expanding the conversation to a broader audience. Ultimately, the goal is to get Indigenous agriculture on the agenda and create a sustainable future for Indigenous communities and the broader food system.

For more information on the NCIAF, please visit www.nciaf.ca

Key Responsibilities

- Lead the formulation and approval process for multi-year financial plans and the annual budget to ensure that sufficient resources are allocated for successful program delivery.
- Prepare and present financial, budget, and other reports including, but not limited to the Board of Directors and other Board Committees as directed by the President & CEO.
- Ensure credibility of the organization by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Plan and manage the NCIAF's day-to-day accounting functions, including general ledger, AP/AR, payroll, and cash flow.
- Provide advice and risk analysis on the financial implications of the NCIAF's activities and decisions.
- Provide effective communication and project management to Finance, Payroll, Capital Planning and financial risk compliance.
- Ensure compliance with funding agreements, grant reporting, and contribution agreements
- Coordinate the year end audit process and interface with external auditors and management to research and resolve any existing issues.

Skills and Qualifications:

- Post-secondary education in accounting, finance, or a related field.
- CPA designation (or working toward completion) preferred.
- 4–6+ years of progressive financial or accounting experience.
- Experience with non-profit, funds, or contribution-based accounting.
- Familiarity with audits, internal controls, and financial reporting.
- Experience with all relevant legislation and regulations governing accounting in a First Nations Organization serving its members.
- Knowledge of public finance, including analysing financial statements, managing budgets, forecasting, and financial reporting.
- Strong analytical and organizational skills.
- Ability to explain financial information clearly to non-financial audiences.
- High level of integrity, accountability, and attention to detail.
- Ability to prioritize multiple demands and effectively manage time.

If you believe you can make a strong contribution to the National Circle for Indigenous Agriculture and Food as the Financial Officer, please submit your resume in confidence to careers@nciaf.ca.