

Finance & Budget Officer Thunder Bay – 12-month internship

Are you a recent grad or someone making a move to a new field? Northern Policy Institute is seeking a full-time Finance & Budget Officer for a 1-year internship in **Thunder Bay, Ontario**.

The Finance & Budget Officer will work closely with the Finance and Operations Manager to support accounting, budgeting, and finance activities at Northern Policy Institute. They will assist with monthly forecasting to ensure smooth fiscal operations. The Finance Officer will be involved with processing accounts payable and accounts receivable.

Desired knowledge or skills include a thorough understanding of accounting principles, flexibility, attention to detail, and time management skills. The ability to generate cheque run reports, reconcile transactions and payments, and use accounting software is desired. Fiscal and inventory reporting, expenditure and operations monitoring, organization skills and financial coding capacity would be of great benefit. University or college students (with some practical experience) are preferred. Bilingualism would be an advantage. Multilingualism, or a special knowledge of Northern Ontario would also be assets.

Northern Policy Institute appreciates all expressions of interest; **only candidates who are to be interviewed will be contacted**. The salary range for this position is **\$42,500 - \$47,000** per year (plus benefits).

Northern Policy Institute values the ability to engage with communities in multiple languages. An increment of \$2,000 over and above base salary is available **for those who can fluently speak Anishinabemowin, Oji-Cree, Cree or Michif** or who can fluently speak both French and English in a professional setting.

Deadline for applications is **midnight eastern time 14 August 2022**. Expected start date is 06 September 2022.

Please forward a cover letter, resume and references to hr@northernpolicy.ca with **Finance Officer** in the subject line.

Candidates must meet the eligibility guidelines of the NOHFC Internship program. The NOHFC program requires candidates to be new entrants into the work force, transitioning to a new career, or unemployed or underemployed who are entering a new field. Candidates also must not have previously participated in a NOHFC-funded internship during the 2020 mandate, must be at least 18 years of age, must be legally entitled to work in Canada and, once hired, the candidate must reside in the Northern Ontario community in which they are employed.

When considering applications from two equally qualified candidates, NPI **will give preference to First Nation, Métis, Inuit, or Francophone candidates**. Candidates coming from rural or remote northern communities or with a stated interest in working in northern regions in the future will also be given special preference. If any of these characteristics apply to you, **we encourage you to voluntarily state this in your cover letter**.

For information about the community of Thunder Bay, please visit: <https://www.thunderbay.ca/en/index.aspx>

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PROUDLY SUPPORTED BY:

