Finance & Budget Officer
Thunder Bay – 12-month intern

Northern Policy Institute is seeking a full-time Finance & Budget Officer for a 1-year internship in **Thunder Bay, Ontario**. For information about the community of Thunder Bay, please visit: https://www.thunderbay.ca/en/index.aspx

This position is ideal for those seeking a first position post-graduation or looking to bring their knowledge and experience to Northern Ontario.

The Finance Officer will work closely with the Finance and Operations Manager to support the processing of accounting activities at Northern Policy Institute. They will assist with monthly forecasting and budgeting for the organization 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.

Candidates are asked to provide a one paragraph statement as to why they have applied for the position in this specific community. Applications that do not include this information may not be considered.

Northern Policy Institute appreciates all expressions of interest; **only candidates who are to be interviewed will be contacted.** The salary for this position is **$39,130** per year (plus benefits).

Northern Policy Institute values the ability to engage with the community in both official languages. **An increment of $2,000 over and above base salary is available for those who can fluently speak both French and English in a professional setting.**

Deadline for applications is **midnight eastern time 05 December 2021.** Expected start date is 04 January 2022.

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

*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.***

THIS OPPORTUNITY IS PROUDLY SUPPORTED BY: nohfc An Agency of the Government of Ontario