



# Finance Manager / Corporate Secretary

*Ziibi Investments is Rainy River First Nations'  
Business Development Corporation*



## EMPLOYMENT OPPORTUNITY

Ziibi Investments is seeking a dynamic and experienced leader to join our company as a Finance Manager / Corporate Secretary on a full-time basis.

The Finance Manager / Corporate Secretary will report to the Ziibi Investments CEO and will provide financial and administrative support as required across a number of related organizations and their subsidiaries (collectively, the "Company").

**The principal responsibility of the Finance Manager / Corporate Secretary will be to maintain regulatory compliance with all relevant legislation and to manage and implement the financial and governance policies of the Company.**

### **Other Roles and Responsibilities:**

- Prepare and submit all relevant financial and regulatory filings for the Company.
- Prepare and deliver regular Company operating and financial reports to Directors, Trustees, Chief and Council and RRFN members as required.
- Maintain Archives of relevant documentation for the Company.
- Advance controls and governance structures across the Company.
- Maintain high ethical standards within the Company and ensure the confidentiality of critical business information while striving to maximize transparency with key stakeholders.
- In collaboration with the CEO:
  - Manage and oversee day-to-day financial operations of the Company.
  - Develop and oversee annual operating budgets for the Company.
  - Identify and secure capital as required for new investments and existing operations.
  - Manage various HR, IT, and other administrative tasks for the Company, as necessary.
  - Prepare financial analysis and financial modeling/forecasting related to existing operations and new opportunities.
  - Develop and maintain relationships with key stakeholders and strategic partners.

Submit your cover letter and resume to

**[resumes@ziibicorp.com](mailto:resumes@ziibicorp.com)**

**Subject Line: "Ziibi Investments - Finance Manager / Corporate Secretary"**



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### **The ideal candidate will have the following training, experience, and abilities:**

- Senior-level business or leadership experience.
- Experience as a finance manager, corporate secretary, or similar positions.
- Experience reading and adhering to corporate by-laws and other governance documentation.
- Experience implementing governance and organizational best practices.
- Experience with and understanding of financial and accounting principles and best practices.
- Experience developing and adhering to annual budgets.
- Experience maintaining archives of key corporate documentation.
- Comfort with commercial legal principles and reading and revising commercial legal documentation.
- Strong interpersonal and communication skills.
- Experience working in a small team environment.
- Innovative and collaborative approach toward problem solving.
- Positive attitude with the ability to pivot quickly when necessary.
- Effective time management skills with the ability to manage competing priorities and tight deadlines.
- Familiar with Community Economic Development frameworks and principles.
- Calm under pressure. Willingness to learn and grow along with the Company.

### **Requirements for Applicants to be Considered:**

- Chartered Professional Accounting (CPA) Designation preferred. Candidates who are currently enrolled in the CPA Program may also be considered.
- Post-Secondary business degree and/or diploma preferred.
- Applicants must be willing to provide a criminal record check, credit check and references, on request.
- Applicants must pass a drug and alcohol test, on request.

**The position is open to all applicants who meet the above criteria.**

**Preference will be given to RRFN members. Please indicate if you are a member on your covering letter.**

**The successful applicant will be subject to RRFN hiring and employment policies.**

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