Director of Finance and Administration

Nunavut Wildlife Management Board (NWMB)

Closing date for job posting: Feb. 13, 2026
Potential start date: As soon as possible
Salary range: Starting at $174,596

NWMB office location: Iqaluit, Nunavut
Hours: Full-time (37.5 hours/week)
Housing is NOT available

Do you want to play a key role in strengthening financial stewardship and organizational systems that support Inuit communities and wildlife co-management?

Join us in ensuring transparency, accountability, and respect for Inuit Societal Values while guiding the NWMB's financial and administrative operations to contribute to the sustainable management of Nunavut's wildlife resources.

About the Position

The NWMB seeks a dedicated individual for the Director of Finance and Administration. This role involves guiding financial and administrative systems and staff in a way that reflects transparency, respect, and shared responsibility. The DFA will lead budgeting, reporting, and human resource functions while supporting a collaborative work environment rooted in Inuit values, ensuring resources are managed sustainably for the benefit of Nunavut communities.

Discover the Many Benefits of Becoming Part of the NWMB

Beyond the opportunity to pave the way for personal and professional advancement, the NWMB offers an exceptional employee benefits package, which includes:

- A progressive salary scale
- A substantial northern allowance (excluding staff housing subsidies)
- Comprehensive health and dental coverage for you and your family
- Disability insurance
- Generous matching of employee contributions to a retirement savings plan
- Competitive paid vacation and sick leave benefits
- Additional paid leave options
- Vacation travel assistance
- Supportive training and professional development

Key Qualifications

CPA designation (or significant progress toward completion) with at least 5 years of progressive finance experience, including budgeting, payroll, and audit preparation.

Minimum 5 years in business administration and human resource management, preferably in non-profit or public sector settings.

Strong knowledge of public sector accounting, HR practices, and policy development, with familiarity in northern and Indigenous governance contexts an asset.

Proficiency in Sage 50 and Microsoft Office Suite, with excellent analytical and organizational skills.

Proven ability to lead and inspire teams, build positive working relationships, and communicate effectively across diverse stakeholders.

Respect for Inuit culture and willingness to live, work, and travel in a northern environment; Inuktitut language skills considered an asset.

Key Responsibilities include, but are not limited to:

Guide integrity and accountability of all financial operations, including budgeting, forecasting, reporting, audits, and compliance with regulatory and funding requirements. Ensure sound financial planning and transparency across the organization.

Support inclusive and efficient office operations, governance support, and meeting logistics. Ensure efficient systems for space management, IT, and records management to maintain organized and compliant administrative processes.

Oversee the annual budgeting process and manage contribution agreements and external funding to Regional Wildlife Organization and Hunters and Trappers Organizations. Maintain accountability for procurement and contractual documentation.

Ensure responsible management for the Nunavut Wildlife Research Trust, providing oversight of investment policies and financial reporting. Liaise with investment managers to safeguard and grow trust assets.

Provide Human Resources management support, supervising recruitment, onboarding, performance reviews, and policy development. Promote a positive, inclusive workplace while ensuring compliance with HR standards and health and safety programs.

Empower and support administrative and finance teams to meet deadlines and organizational priorities. Provide guidance to ensure quality and timely completion of tasks.

Collaborate closely with the Executive Director, Board, staff and partners to advance NWMB's mandate. Represent the organization in meetings and maintain strong relationships with auditors, funders, and co-management partners.

If you are interested in joining our team, please apply today! We look forward to hearing from you.

Send your resume to: **dviolette@pgf.ca**

Only candidates selected for further consideration will be contacted, and this may entail an in-person or videoconference interview.

We, as an equal opportunity employer, are committed to accommodating individuals with disabilities throughout the staffing process.

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