



# Director of Finance

The Hamlet of Gjoa Haven is a northern municipality in Nunavut, committed to strong governance, responsible financial management, and delivering essential services that support the community. We are seeking a Director of Finance to lead the municipality's financial operations and provide strategic financial leadership.

Reporting to the Chief Administrative Officer (CAO), the Director of Finance plays a critical role in ensuring the Hamlet maintains accurate, transparent, and compliant financial reporting. This position works closely with Mayor and Council, senior management, auditors, and external stakeholders to support decision-making and long-term financial sustainability.

We are looking for a community-minded finance professional, preferably with experience in Nunavut or the NWT, committed to staff training and development.

## Responsibilities

- Lead and manage the Hamlet's finance and accounting functions, including supervision of employees and maintenance of financial records.
- Oversee budgeting and financial management, including monitoring expenditures and identifying opportunities for cost savings and process improvements.
- Prepare and present monthly, quarterly, and annual financial reports to support decision-making by senior management and Mayor and Council.
- Develop and maintain financial policies, procedures, and internal controls to ensure the integrity and compliance of financial reporting.
- Manage cash flow, working capital, and investments to ensure the Hamlet meets its financial commitments.
- Coordinate financial reporting and audits, including preparation for year-end audits and collaboration with independent auditors.
- Lead the preparation of financial reports required by regulatory bodies, lenders, and government partners.
- Support the annual business planning cycle, including financial forecasting and analysis of variances and key financial metrics.

## Qualifications

- Minimum: bachelor's degree in accounting or finance. CPA or advanced certification an asset.
- 7–10 years of progressive experience in accounting or finance management, including management of finance staff.
- Experience as a Municipal Finance Director preferred, ideally, in Nunavut or NWT.
- Experience developing and implementing financial policies, procedures, and internal controls.
- Experience managing relationships with vendors and external service providers.
- Strong interpersonal and communication skills, and ability to communicate complex subject matter to a range of audiences.

## Compensation and Benefits

- Relocation assistance and subsidized staff housing unit available.
- Competitive salary based on education and experience.
- Northern Living Allowance to offset the cost of living.
- Comprehensive health, dental, and extended benefits program.
- Pension benefits
- Paid vacation, sick leave, and special leave entitlements.

## How to Apply

- Send your resume to [hr@gjoahaven.ca](mailto:hr@gjoahaven.ca)

**The deadline for applications is March 26.**

*Only applicants selected for an interview will be contacted.*