



Job Title: Senior Director of Finance
Location: Charlottetown, PE
Position: Permanent, 37.5 hours/week
Supervisor: Executive Director of Mi'kmaq Confederacy of PEI
Salary Range: \$120,000 – \$150,000 Annually
Closing Date: September 11, 2026

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

The Role

The Senior Director of Finance will be responsible for strengthening the organization's internal processes and infrastructure to allow MCPEI to continue to grow and fulfill its mission.

Reporting directly to the Executive Director of MCPEI, the Senior Director of Finance is accountable to provide support and strategic guidance for the organization, including across finance, human resource management, procurement, and information management and technology systems.

The Senior Director of Finance has a strategic business perspective and experience in developing financial, human resources, and information systems policy in response to legislative change and organizational need. The ideal candidate for this position has extensive experience managing complex budgets and demonstrated success in supporting executive leadership and Boards with strategic financial insight and reporting in a Not-for-Profit or government funded organization. An excellent communicator, the Senior Director of Finance, breaks down complex financial information and communicates it effectively across multiple audiences with a variety of needs. The successful candidate will have strong relationship management skills, including the ability to build strategic relationships with clients, funding partners, staff, and the Epekwitk Assembly of Councils.

QUALIFICATIONS

Education, Years of Experience

- Bachelor's Degree in Business Administration or related field
- Chartered Professional Accountant (CPA) designation
- AFOA Certified Aboriginal Financial Manager (CAFM) designation, is considered an asset
- 10+ years of progressive senior financial management experience

Skills/Competencies

MCPEI Financial Management and Oversight:

- Working with the Executive Director to manage all financial and business planning activities for MCPEI, including the following:
 - Direct and administer all financial plans.
 - Ensure the use of appropriate accounting principles and practices.
 - Ensure compliance with tax legislation.
 - Oversee business and finance policies.
 - Review and analyze financial reports.
 - Support and advise the Executive Director in corporate and financial decision making.
 - Lead and support organizational budgeting process.
- Coordinate and oversee funding proposals and applications.
- Monitor the resource needs of individual funding agreements and recommend adjustments and reallocations.
- Oversee financial compliance within a complex grant-funded environment, including government reporting and program audits.
- Provide overall financial oversight and monitoring, including financial strategy, long-range planning, and forecasting.
- Ensure that relevant financial data is presented to the Executive Director, MCPEI senior management team and the Epekwitk Assembly of Councils, as required.
- Provide strategic advice and support to the Senior Finance Officer, Human Resources Manager, Finance Officer, Payroll, Accounts Payable, and Accounts Receivable roles, as it relates to MCPEI.
- Oversee budgeting, financial reporting, cash flow management, audit processes and internal controls across a multi-site organization.
- Work with auditors to ensure all financial documentation is prepared for annual and other audits.
- Partner with the Executive Director and MCPEI Senior Leadership team to support program funding and revenue optimization.
- Lead continuous improvement initiatives across financial systems, reporting, automation and performance measurement.
- Lead and monitor the finance function while fostering a culture of accountability, collaboration, and operational excellence.

Human Resources:

- Work with the Human Resources Manager to oversee the human resource function for MCPEI, including:
 - Recruitment, hiring, and compensation.
 - Providing strategic guidance on employee benefit policies and benefit provider procurement.
 - Professional training and development, including new employee orientation.
 - Retention and succession strategies.

- Regulatory oversight and legal compliance.
- Ensuring that the human resource function is properly resourced and represented with MCPEI's Senior Leadership team.

Operations:

- Oversee risk management and regulatory activities: letters of agreement, contracts, leases, and standard documents and agreements.
- When required, oversee business insurance: procurement, monitoring, and management.
- Organizational reporting and monitoring: provide guidance and leadership through management of the reporting processes.
- Develop and implement financial policies and procedures.
- Participate or lead any committees that may be requested by the Executive Director of MCPEI.
- Work with the Executive Director to provide support and guidance to the First Nation Communities as required.

Information Technology: Data Management and Security

- Ensuring the integrity, accuracy, and security of MCPEI financial data.
- Ensuring proper data backup, disaster recovery, and business continuity planning for MCPEI.
- Oversee and ensure the information technology service providers are adhering to best practices to prevent fraud, cyber risks, and data breaches.
- Ensure that information technology systems comply with financial regulations.
- Overseeing MCPEI information technology policies related to financial data security and access controls.

Other

- Successfully pass a Criminal Record Check
- Valid driver's license and access to a reliable vehicle
- Other duties as required

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca with the Job Title, "Senior Director of Finance" in the subject line

or deliver resume to

ATTN: Human Resource Manager
Mi'kmaq Confederacy of PEI,
8 Stan MacPherson Way Charlottetown PEI C1A 0J7

Deadline to apply: September 11, 2026, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.