ANISHNAWBE MUSHKIKI
COMMUNITY HEALTH & WELLNESS

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MUSHKIKI.COM

Position Vacancy Title: Finance Assistant
Posting Date: **October 23, 2026**
Posting Deadline: **November 6, 2026**

ORGANIZATION INFORMATION

Anishnawbe Mushkiki is an Indigenous community–led, primary healthcare, non-profit, organization. Our employees collaborate and work within an interdisciplinary health services team to achieve a common goal of improving the quality of health and life of our clients in the Thunder Bay area.

Anishnawbe Mushkiki empowers people to achieve optimal health and well-being through a holistic healthcare approach. We operate a primary care clinic, chronic disease management and prevention, traditional wellness, cultural programs, health promotion programs, community development initiatives, and social support services in a culturally safe environment.

We have a unionized workforce and offer competitive compensation and fantastic benefits, including the Healthcare of Ontario Pension Plan, employer-paid extended health benefits, and generous vacation leave each year.

POSITION SUMMARY

Reporting to the Director of Finance and Administration, the Finance Assistant plays a key role in the day-to-day financial operations of Anishnawbe Mushkiki. This position is responsible for accounts payable and receivable, payroll support, account reconciliations, and assisting with financial reporting to management, the Board, and external funders. The successful candidate will bring strong technical accounting skills, sound judgment, and a commitment to accuracy and confidentiality within a mission-driven healthcare environment.

Compensation for this position is $42,000 - $53,600 annually, commensurate with education and experience.

DUTIES AND RESPONSIBILITIES

- Prepare bank deposits.
- Support the bi-weekly payroll process in collaboration with Human Resources, including timesheet review, remittances, and benefits reconciliation.
- Perform monthly bank, credit card, and general ledger account reconciliations, identifying and resolving discrepancies.

- Assist with month-end and year-end closing procedures, including journal entries, accruals, and preparation of supporting working papers.
- Support the preparation of financial statements, budget variance reports, and cash flow summaries for management and the Board Finance Committee.
- Assist in preparing financial reports and reconciliations required by funders, ensuring compliance with funding agreements.
- Maintain accurate, organized, and audit-ready financial records in accordance with the Organization's policies and Accounting Standards for Not-for-Profit Organizations (ASNPO).
- Support the annual external audit by preparing schedules, reconciliations, and documentation requested by auditors.
- Assist with the annual budgeting process, including data compilation and variance analysis throughout the fiscal year.
- Monitor restricted and designated funds to ensure spending aligns with donor or funder terms.
- Support procurement and purchasing activities, ensuring compliance with the agency's financial policies and, where applicable, Broader Public Sector Procurement Directive requirements.
- Maintain strict confidentiality of financial, employee, and client information in accordance with Organization policy and applicable privacy legislation.
- Provide backup support for other Finance & Administration functions as needed.
- Perform other related duties as assigned by the Director of Finance and Administration.
- Process accounts payable and accounts receivable transactions accurately and in a timely manner, including vendor invoices, funder billing, and expense reimbursements.

REQUIREMENTS

- Post-secondary diploma or degree in Accounting, Finance, Business Administration, or a related field.
- Minimum 3–5 years of progressive accounting/bookkeeping experience, preferably within a non-profit, charitable, or healthcare setting.
- Working knowledge of Accounting Standards for Not-for-Profit Organizations (ASNPO) and fund accounting principles.
- Proficiency with accounting software (e.g., Sage) and advanced skills in Microsoft Excel.
- Strong understanding of payroll processes and applicable employment standards.
- A satisfactory Vulnerable Sector Check is required as a condition of employment, given the healthcare service environment.
- High degree of accuracy and attention to detail.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Sound judgment and discretion when handling confidential financial and personal health information.
- Effective written and verbal communication skills.
- Ability to work both independently and collaboratively within a small finance team.
- Commitment to the Organization's mission, values, and client-centered approach to care.

APPLICATION INSTRUCTIONS

Applicants may submit covering letter and resume through email to the attention of Human Resources at jobs@mushkiki.com by 4 pm on the deadline date.

Anishnawbe Mushkiki is an equal opportunity and inclusive employer. We thank all applicants for considering employment with Anishnawbe Mushkiki. Only applicants selected for an interview will be contacted