WOODLAND WELLNESS CENTRE
BOX 850, AIR RONGE
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PHONE: (306) 425-9109
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1-877-425-3450
hrinfo@woodlandwellness.ca

EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

The Lac La Ronge Indian Band's Woodland Wellness Centre is inviting applications for the following Permanent Full-Time position based out of the Woodland Wellness Centre in La Ronge, SK:

Finance & Admin Manager

The suitable candidate will be able to perform the following duties:

- Collaborate with program managers and other stakeholders to develop program budgets aligned with the Woodland Wellness Centre's objectives.
- Provide guidance on budget development, ensuring accuracy, feasibility, and compliance with funding guidelines.
- Monitor program budgets, identify variances, and work with program managers to address any deviations.
- Develop and implement financial policies and procedures to ensure compliance with funding requirements.
- Prepare and analyze financial reports, providing insights and recommendations to the Director, Woodland Wellness Centre.
- Monitor budgets, expenses, and financial trends to support informed decision-making.
- Identify potential funding opportunities from various sources to help support the vision, mission and values of WWC.
- Develop and submit funding applications, ensuring all required documentation is accurate and submitted within deadlines.
- Build and maintain relationships with funding agencies to enhance future funding prospects.
- Direct and supervise the day-to-day accounting operations, including accounts payable and receivable, to ensure accuracy and timely processing.
- Ensure timely finalization of payroll, and ensure all remittances are paid on time.
- Implement and maintain robust internal controls to safeguard financial assets and prevent fraudulent activities.
- Conduct regular audits of financial records to ensure compliance with accounting standards and funding requirements.
- Oversee the day-to-day administrative operations of the Woodland Wellness Centre and ensure administrative services effectively support programs and operational needs.
- Provide overall management and oversight of the Operations and Maintenance Unit, ensuring facilities, equipment, vehicles, grounds, and related operational services are maintained effectively.
- Supervise and provide direction to Operations and Maintenance staff, including establishing work priorities, assigning duties, monitoring completion of work, and addressing operational issues.

The suitable candidate will possess the following qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field is required.
- Professional accounting designation (CPA) is highly preferred.
- Minimum of 5 years of progressively responsible experience in financial management, administration, and leadership roles.
- Strong financial acumen with a deep understanding of budget development, monitoring, and financial analysis.
- Experience in implementing and maintaining internal controls to ensure the integrity of financial information.
- Experience in negotiating, drafting, and managing contracts with external vendors and service providers.
- Experience in identifying and mitigating financial and operational risks.
- Strong organizational, problem-solving, planning, and prioritization skills.
- Must have a valid Class 5 Driver's Licence and own a reliable vehicle.
- Must be able to provide a satisfactory Criminal Record Check, Vulnerable Sector Check, and SGI Driver's Abstract.

Date of Posting: November 4th, 2026. **Deadline:** Until Suitable Candidate Is Found

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councillors), one from your most recent/current employer**, to the following:

Human Resource Office
Woodland Wellness Centre
Box 850
Air Ronge, SK, S0J 3G0

Phone: 306-425-9109
Fax: (306) 425-9108
E-mail: hrinfo@woodlandwellness.ca
Website: https://llrib.com/llrib-jobs/

NOTE: Please be advised applications received without the proper documentation shall not be considered. In the cover letter, please indicate permission to contact references. Your references MUST be people who you reported to and had direct supervisory authority over you.

- Telephone interviews will not be granted. However, an interview via Teams may be granted.
- LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted.
- Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.