



Yellowknives Dene First Nation

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www.ykdene.com

EMPLOYMENT OPPORTUNITY

Join the Yellowknives Dene First Nation Finance Team

At the Yellowknives Dene First Nation (YKDFN), we are committed to fostering strong governance, community growth, and sound administrative practices while honoring our traditions, culture, and stewardship responsibilities. Our **Administration and Finance Team** provides essential financial oversight, budgeting support, and strategic guidance that ensure transparent, accountable, and sustainable management of YKDFN resources. We are currently seeking a skilled, dependable, and community-minded individual to join our team as:

Accountant / Finance Manager

Reporting to the Director of Finance, the Accountant/Finance Manager provides high-level financial oversight and leadership and plays a key role in financial planning, budgeting, reporting, and compliance. Working closely with senior leadership, department heads, and external partners, including Federal, Territorial and other government funders, the Finance Manager supports accountability, transparency, and strong financial stewardship in a funding-based environment.

This is a full-time position based in Dettah Monday to Friday.

Duties & Responsibilities:

- Lead annual and multi-year budgeting, forecasting, and financial reporting
- Oversee day-to-day accounting operations, including AP/AR, payroll, reconciliations, and audits
- Manage contribution agreement reporting and ensure compliance with funder requirements
- Monitor cash flow, internal revenues, and investment accounts
- Uphold YKDFN's Financial Administration Law and strengthen internal financial controls
- Supervise and mentor Finance Department staff, supporting capacity building
- Liaise with funders, auditors, banks, and internal departments, and present financial updates

The Ideal Candidate Will Have:

- A Diploma, certificate, or degree in accounting, finance, business administration, or a related field (or an equivalent combination of training and experience).
- Minimum 5 years of progressive financial experience, including 2+ years in a leadership role.
- Demonstrated success managing budgets, audits, and financial reporting (nonprofit, Indigenous, or public-sector experience is an asset).
- Experience with Sage 300, Excel, and financial reporting software.

- Strong interpersonal and cross-cultural communication skills and a high standard of confidentiality and ethics.
- Knowledge of Indigenous governance, funding frameworks, and community accountability practices is a strong asset.
- CPA or equivalent is an asset, but not required.
- Candidates of Yellowknives Dene First Nation heritage or with extensive experience working within Indigenous settings are strongly encouraged to apply.

What We Offer:

YKDFN provides a competitive salary (\$90,000–\$110,000 per year, commensurate with experience), Northern Travel Allowance, comprehensive group insurance, pension benefits, and a supportive, culturally diverse work environment.

Application Process:

A detailed job description is available upon request at recruitment@ykdene.com. Please submit your cover letter and resume by January 5, 2026, via:

- Email: <mailto:recruitment@ykdene.com>
- In Person: Human Resources Division, Yellowknives Dene First Nation, Chief Drygeese Conference Centre, Dettah, NT
- Online: [YKDFN Career Page](#)

Preference will be given to qualified YKDFN members.

We thank all applicants for their interest. Only those selected for an interview will be contacted.