

Job Advertisement: Director of Finance and Administration

Position Title: Director of Finance and Administration

Organization: NITV / Uvagut TV

Location: Montreal, QC

Reports To: NITV Executive Director and NITV Senior Director of Operations

Employment Type: Full-time, Permanent

About Us

NITV / Uvagut TV is a leading non-profit media organization dedicated to amplifying Inuit and Indigenous voices in Canada. Based in Nunavut, we aim to drive meaningful change through inclusive programming and community-driven storytelling. Join our team to be part of a mission-driven organization where your leadership and expertise can make a lasting impact.

About the Role

We are seeking an experienced and strategic leader to serve as our Director of Finance and Administration. In this senior-level position, you will ensure the financial and operational health of NITV while driving efficiency and transparency. Reporting to the Executive and Senior Directors, you will oversee finance, administration, and human resources to support the organization's goals. This is a unique opportunity to lead in a dynamic non-profit setting that prioritizes cultural competence and community impact.

Key Responsibilities

Financial Management

- Develop and manage the annual budget, ensuring it aligns with the organization's strategic objectives (working closely with the leadership team and board).
- Oversee financial reporting, including monthly, quarterly, and annual statements, ensuring accuracy and transparency.
- Supervise grant budgeting, reporting, and audits to meet funder requirements and deadlines.
- Ensure compliance with all financial regulations (federal, provincial, and local).
- Provide financial analysis, forecasting, and decision-making support to guide the organization's strategy.
- Manage cash flow, banking, and investment activities, ensuring fiscal stability.
- Lead the annual audit process in collaboration with external auditors, addressing all recommendations and findings.

Administration & Operations

- Oversee administrative operations, including facilities management, IT, and vendor relations, ensuring smooth day-to-day functioning.
- Develop and implement operational policies and procedures to enhance organizational efficiency and accountability.
- Manage contracts, agreements, and risk mitigation strategies in collaboration with legal counsel.
- Ensure compliance with non-profit governance standards and best practices to maintain operational integrity.

Human Resources Management

- Supervise HR staff responsible for recruitment, onboarding, and benefits administration, ensuring policies reflect organizational values.
- Foster a positive, inclusive, and collaborative workplace culture, emphasizing employee engagement and development.
- Oversee compliance with employment laws and regulations to protect organizational and employee interests.

Leadership and Strategy

- Provide strategic advice to the Executive Director and Board of Directors on financial and administrative matters, contributing to organizational growth and sustainability.
- Participate in the development and execution of the organization's strategic plan, aligning financial and operational goals with broader priorities.
- Represent NITV with funders, stakeholders, and external partners as an ambassador for the organization's values and mission.
- Mentor and manage a team of finance and administrative professionals, fostering high performance and professional growth.

Qualifications

Education & Experience

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- CPA designation is strongly preferred.
- 7-10 years of progressive experience in finance and administration, with at least 3 years in a non-profit organization, ideally in the broadcasting sector.
- Proven expertise in budgeting, financial reporting, and forecasting, with a track record of success in managing organizational finances.
- Strong knowledge of non-profit accounting principles and compliance, including grants management.
- Experience with technology systems, such as accounting software and CRM tools (e.g., QuickBooks or Salesforce).
- Demonstrated leadership in managing teams and driving organizational effectiveness.

Key Competencies

- Strategic and analytical thinker with a proactive approach to problem-solving.
- High integrity and commitment to transparency and accountability.
- Collaborative leadership style that fosters inclusivity and team cohesion.
- Strong interpersonal and cultural competence, with a deep understanding of Inuit and Indigenous issues, including Truth and Reconciliation.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

What We Offer

- Competitive Salary: \$130,000 - \$150,000
- Benefits Package that includes:
 - Life and Disability Insurance (Basic & Dependent Life Insurance, AD&D, STD, LTD)

- Health Care Benefits (Extended Health Care, Vision Care, Emergency Medical Travel Insurance)
- Dental Care
- Employee Assistant Program
- Wellness Program
- Additional Support Services
- RRSP plan
- Flexible work arrangements to support your well-being
- Opportunities for professional development, training, and certifications
- A chance to champion Inuit storytelling and cultural empowerment

Application Process

How to Apply:

Submit your resume and cover letter to kyrie@isuma.tv

Deadline: Open until filled.

Preference will be given to qualified Indigenous candidates who self-disclose in their cover letter and/or resume.

Please let us know if you require any accommodations during the recruitment process.

Join NITV and help amplify voices that matter. Apply today to be our next Director of Finance and Administration!