



**FINANCE ADMINISTRATOR
INTERNAL/EXTERNAL POSTING
THUNDER BAY, ON
POSTED: October 15, 2025
CLOSING: October 28, 2025
SALARY: \$63,434.19- \$70,350.09
Job ID: GHQ-39-25**

GENERAL: The Nishnawbe Aski Police Service requires one (1) civilian to fill the full-time position of Finance Administrator. The position is based out of our General Headquarters located in Thunder Bay, ON.

Summary:

Reporting to the Director of Finance, the Finance Administrator is responsible for providing financial, administrative, and clerical services to the members of Nishnawbe Aski Police Service.

Preferred Qualifications:

- Three (3) years experience in Finance Administrator role;
- Diploma/Degree in Finance, Accounting or related field;
- Ability to work independently and excellent organizational skills;
- Sound knowledge of accounts payable, bank reconciliations, purchase orders, journal entries and purchasing cards;
- Proficiency in Microsoft Office Suite;
- Knowledge of Sage 300 Software is considered an asset;
- Previous experience in a non-profit or Indigenous Organization is considered an asset;
- Ability to pass a NAPS security background check and criminal record check.

Interested applicants may submit a hiring package which includes the following:

- Cover letter detailing interest in noted position;
- A resume detailing your work history, education history, certificates you may possess, any volunteer work and three (3) supervisory references;
- Copy of Diploma/Degree in Finance, Accounting, or related field.

Closing date for applications is Tuesday, October 28, 2025 at 4:00 p.m. EST. Please include the Job ID in the subject line of your email. All completed packages MUST be sent, as a single PDF document, to:

INTERNAL APPLICANTS: iresume@naps.ca
EXTERNAL APPLICANTS: eresume@naps.ca

Please visit the careers page of www.naps.ca for a complete job description.

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact iresume@naps.ca.

****We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted****