



We need you!

Job Posting – Human Resource & Financial Services Manager

[MLTC Industrial Investments LP](#) (MLTCII), located in Meadow Lake, Saskatchewan, is Canada’s largest 100% First Nation-owned integrated forest product manufacturing enterprise. MLTCII exists to create successful economic development through business investment that will generate wealth, opportunity, health and prosperity for our shareholders – the nine First Nations of the Meadow Lake Tribal Council. MLTCII provides executive, managerial and treasury support directly to the operations of [Mistik Management Ltd.](#), [NorSask Forest Products LP](#), [NorthWind Forest Products LP](#) and the [MLTC Bioenergy Centre](#). In addition, MLTCII is the active business agent on behalf of [MLTC Resource Development Inc.](#) (MLTC RDI).

*The **HR & Financial Services Manager** will be responsible for oversight of all HR functions while also providing essential financial management and accounting support to the Chief Financial Officer. We need a personable, energetic and capable individual who likes working with people and financial spreadsheets and who is a keen problem-solver.*

Position Details:

- a) Permanent, full-time position;
- b) Competitive salary;
- c) Comprehensive pension and health benefits package;
- d) Start date: March 17, 2025.

Reports to:

CEO, MLTC Industrial Investments LP

Location:

Meadow Lake, SK, Canada

Professional Summary:

We are seeking a highly organized and proactive professional in the capacity of **Human Resources & Financial Services Manager** to join our team. This hybrid role blends HR management responsibilities with accounting support, making it ideal for someone who enjoys working with both people and numbers. The successful candidate will oversee all HR functions while providing essential support to the Chief Financial Officer and other managers, supervisors and staff to ensure smooth operations.



Key Responsibilities:

Human Resources Management:

- **Recruitment & Onboarding:** Manage the recruitment process from job posting to interviews, offer letters, and new employee orientation.
- **Employee Relations:** Act as a point of contact for employee concerns, fostering a positive and productive work environment.
- **Performance Management:** Assist in the development and administration of performance review processes.
- **Training & Development:** Coordinate employee training programs and help employees develop their skills.
- **Compliance:** Ensure compliance with provincial and federal regulations related to employment practices.
- **Payroll Coordination:** Oversee or assist in the preparation and distribution of payroll, ensuring accuracy and timeliness.
- **Benefits Administration:** Manage employee benefits programs, including health insurance, retirement plans, and other perks.
- **Collective Bargaining:** Manage all CBA details and communication with union staff.
- **Occupational Health and Safety:** Support all safety management plans.
- **Collaborate with Managers / Supervisors:**

Accounting Support:

- **Accounts Payable & Receivable:** Assist with managing invoices, payments, and collections.
- **Payroll Processing:** Provide support in preparing payroll records, including timesheets, deductions, and taxes.
- **Data Entry & Reporting:** Input financial data into accounting software and help prepare financial reports.
- **Budget Assistance:** Assist in tracking departmental budgets and ensuring adherence to financial goals.
- **Reconciliation:** Support in monthly and quarterly account reconciliations to ensure accuracy.
- **Audit Preparation:** Help with preparing documentation and records for internal and external audits.

Qualifications:

- **Education:** Bachelor's degree in Human Resources, Accounting, Business Administration or a related field.
 - **Professional Designations:** CHRP and/or CPA or taking steps to achieve these designations.
 - **Experience:** At least 10 years of combined HR and accounting experience or a background in a similar hybrid role.
 - **Skills:**
 - Strong knowledge of HR functions, including recruitment, employee relations and union management.
 - Familiarity with OH&S regulations and safety management plans.
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- Broad-based accounting knowledge, including familiarity with payroll, accounts payable/receivable, and financial reporting.
- Knowledge of labor laws and accounting regulations.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Experience with human resources, payroll and accounting software.
- Exceptional communication and interpersonal skills.
- High attention to detail and strong organizational abilities.

Why Join Us?

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and supportive team environment.
- Room for growth and career development.
- A chance to make an impact in both human resources and financial operations.

If you are a motivated and versatile professional with a passion for both people management and financial operations, we would love to hear from you!

Apply today to join our team.

Candidate Attributes:

MLTC Industrial Investments LP is especially committed to creating opportunities and removing employment barriers for qualified women, Indigenous persons, persons with disabilities and members of visible minorities.

- a) Proven organizational management and human resource capabilities;
- b) Strong interpersonal and team building skills;
- c) Astute listener and proven people skills;
- d) Technically competent and creative problem-solver;
- e) Proven written and oral communication skills.

MLTC Commitment to Employment Equity:

MLTC is committed to fair and equitable hiring and fully supports the federal [Employment Equity Act](#).

MLTC hires on merit, based on an applicant's qualifications and experience.

MLTC strongly encourages qualified equity group members (women, Indigenous peoples, persons with disabilities and members of visible minorities) to apply for employment with MLTC, and to declare their designated equity status so that we can monitor our progress towards a more representative workforce.



MLTC, and its affiliated companies, adheres to the principle that employment equity means more than treating persons in the same way but also often requires special measures and the accommodation of differences. MLTC, and its affiliated companies, will strive to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability. MLTC will, in the fulfilment of that goal, correct for the conditions of disadvantage in employment experienced by women, Indigenous peoples, persons with disabilities and members of visible minorities.

Interested in applying?

- a) Apply with a cover letter and resume;
- b) In your cover letter, please describe why you are applying and how you see yourself being a good fit for this role;
- c) Three references will be requested if you are invited to the interview stage;
- d) While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Send application via email to:

Al Balisky, President & CEO
MLTC Industrial Investments LP
8191 Flying Dust First Nation
Meadow Lake, SK
S9X 1T8

Email: al.balisky@mltcii.com

Closes Wednesday, February 26, 2025 @ 4:00 PM CST
