



Dnaagdawenmag Binnoojiiyag  
CHILD & FAMILY SERVICES

# **Dnaagdawenmag Binnoojiiyag**

## **Child & Family Services**

517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6

### **Employment Opportunity**

#### **Finance Manager – Full-time**

#### **Purpose of the Position:**

Reporting to the Executive Director, the Finance Manager is responsible for the development, implementation and updating of financial management policies, procedures and standards, for the preparation of annual expenditure plans, for the preparation of reports as required by the Executive Director, for the supervision of staff charged with responsibility for the components of the finance functions and for any other duties that may be assigned by the Executive Director. The Finance Manager will assist the Human Resource Manager as needed.

#### **Responsibilities:**

##### **1. Policy and Program Development**

- Assists with the development of financial management policies, procedures and standards.
- Assists with the development of the financial component of proposals.
- Report on the adequacy of financial management policies, procedures and standards in relation to operational issues.

##### **2. General Program Management and Administration**

- Ensure DBCFS financial management policies and procedures are implemented, followed and that Board-approved standards are met in the day-to-day management and administration of DBCFS.
- Ensure all financial management recording and reporting set out in policies is completed by staff to the specified standard.
- Ensure annual expenditure plan is prepared, approved by the Board, reviewed quarterly and updated as required to address variances and changes in circumstances.
- Serves as an Ex-officio member of committees with regard to financial matters and provides pertinent data to the Executive Director as may be required.
- Assists with the development of a division of labour and organization structure for DBCFS.
- Participates in monthly management meetings.

##### **3. Financial Management**

- Establishes, implements, maintains and revises as necessary, paper and electronic financial record keeping systems required to maintain full and accurate accounting records that are in compliance with DBCFS financial management policies and procedures, and the terms of funding agreements.
- Process invoices, input budgets, input or oversee the input of all AR and AP, process payroll
- Reconciles the Pension, WSIB, Receiver General and other accounts as required.
- Completes required government reports and filing requirements as needed.
- Coordinates and oversees the annual audit process.
- Conducts financial analysis and prepares monthly and annual financial year-to-date variance reports as required.
- Ensures DBCFS's assets are properly insured and liaise with insurer on insurance and risk/liability management issues.

##### **4. Human Resource Management**

- Assist the Human Resource Manager in Human Resource issues as needed and fill in during his/her absence from the agency.
- Assist the Human Resource Manager in recruitment and selection of staff that meet the human resource requirements of DBCFS.

## 5. Community Relations

- Assist in establishing and maintaining effective and positive public relations.
- Ensures positive working relationships with First Nation partners and external agencies.

## 6. Other Duties

- Perform all other duties as assigned by the Executive Director.

## Preferred Requirements

The successful applicant should have:

- a CA, CGA or CMA designation OR a University Degree with a major in accounting or be currently pursuing designation.
- a CAFM - Certified Aboriginal Financial Managers designation or be currently pursuing designation.
- experience with Ministry of Child & Youth Services (MCYS) funding formula would be considered an asset.
- a minimum of 5 years progressively responsible experience in financial and HR management.
- a minimum of 3 years experience at a management level supervising staff.
- individual must be bondable.

## Knowledge Requirements

The successful applicant will:

- be thoroughly familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies.
- have a solid background in the use of computers with specific knowledge of accounting, spreadsheet and document software and MAC computers.
- have a sound knowledge of techniques used in financial research/analysis.

## Ability Requirements

The successful applicant(s) will demonstrate ability to:

- relate effectively to and supervise staff as a diplomatic and flexible team player.
- work effectively with the management and staff of other programs/agencies.
- effectively manage financial matters.
- effectively manage HR matters.
- communicate effectively in writing and verbally.
- provide an acceptable CPIC and VPSS.

**Salary: Commensurate with qualifications and experience.**

**Closing Date: Wednesday, November 9, 2016, 12:00 pm.**  
**Only those selected will be contacted for an interview.**

For full Job Description please email [careers@binnoojiyag.ca](mailto:careers@binnoojiyag.ca)

**Please send cover letter, resume and 3 work related references to:**

Laurie Paudash, HR Manager  
Dnaagdawenmag Binnoojiyag Child & Family Services,  
517 Hiawatha Line,  
Hiawatha First Nation, ON, K9J 0E6  
Fax: 705-295-7137  
Email: [careers@binnoojiyag.ca](mailto:careers@binnoojiyag.ca)

## Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply and identify themselves in their cover letter.