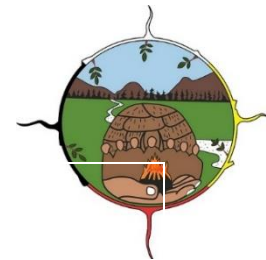


NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES EMPLOYMENT OPPORTUNITY



NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a **full-time contract to March 31, 2019**:

CHRT/JP CONTROLLER **LOCATION TO BE DETERMINED**

Salary Range: Will be competitive and commensurate with experience

Overview of Responsibilities

Reporting to the Director of Finance, the Canadian Human Rights Tribunal and Jordan's Principle Controller is responsible for supporting the Director of Finance in managing, planning, organizing, controlling and monitoring of the organization's financial management related to Department of Indigenous Services Canada and Jordan's Principle.

QUALIFICATIONS

Education and Experience Requirements

- Honours Bachelor of Accounting, Business Administration or Commerce Degree
- Designation as a Certified Professional Accountant (CPA) is preferred
- Five (5) years' experience in financial reporting, budgeting and forecasting is preferred
- Experience writing proposals, policies, procedures and reports
- Experience conducting financial analysis and risk management
- Experience working with Aboriginal organizations

Knowledge Requirements

- Knowledge of Nogdawindamin Community and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishinawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of computerized cost control and accounting systems
- Proficient knowledge and understanding of Generally Accepted Accounting Principles
- Knowledge of Ministry of Child and Family Services funding framework and reporting requirements

Special Skills & Abilities

- Strong analytical and research skills
- Proficient financial management skills
- Excellent conflict resolution and problem solving skills
- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Excellent time management skills
- Excellent interpersonal skills and ability to work with all levels of employees in a professional manner
- Excellent computer skills with MS Office software (especially Excel and Access), Sage Accpac software, networking and other software
- Ability to attend to details and meet tight timelines in a fast-paced environment
- Ability to demonstrate a high level of initiative
- Ability to work within a team environment
- Ability to work flexible hours
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a Criminal Records Check deemed satisfactory by the employer upon offer of employment
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

Tuesday, August 21, 2018 – 4:00pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717 hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca