



## **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 Director of Finance, 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 Director of Finance, 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 Director of Finance. The Finance Manager will assist the Human Resource Manager as needed.

#### **Responsibilities:**

##### **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.

##### **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 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 Director of Finance as may be required.

##### **Financial Management**

- Establishes, implements, maintains and revises as necessary, paper and electronic financial record keeping systems required to maintain full and accurate accounting records.
- 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.
- Ensures DBCFS's assets are properly insured and liaise with insurer on insurance and risk/liability management issues.

##### **Other Duties**

- Ensures the effective implementation of other duties as determined by the Director of Finance.

## **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 MAC computers and accounting, spreadsheet and document software.
- 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.
- effectively manage financial matters.
- communicate effectively in writing and verbally.
- provide an acceptable CPIC and VPSS.

**Starting Salary: \$78,533 - \$85,711, will increase to \$80,000 - \$96,769 at Designation**

## **Closing Date:**

Open until filled, first screening August 23rd @ noon.

Incomplete applications will not be considered.

Only those selected will be contacted for an interview.

## **Please send:**

- Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca) ), Please indicate preferred location in your application
- Cover letter and Resume (include 3 work related references)

Cheryl Benstead, Recruiting and Training Coordinator  
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K9J 0E6  
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Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

## **Notes:**

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. For a full job description and any questions please email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)