



# ASSOCIATION OF NATIVE CHILD AND FAMILY SERVICE AGENCIES OF ONTARIO

## JOB POSTING: FUNDING NAVIGATOR

The ANCFSAO is a provincial association of member Indigenous Child Well-Being Agencies mandated to build a better life for all Indigenous children through policy development, analyses, research, and advocacy in promoting the delivery of culturally-based, quality family services to Indigenous populations in Ontario.

Reporting to the Executive Director, the Funding Navigator is responsible for planning, organizing, controlling, and monitoring the organization's financial management related to Indigenous Services Canada - First Nations Child and Family Services Reform, Jordan's Principle, and the Canadian Human Rights Tribunal.

The ideal Candidate will understand that structure and guidance are critical to successful organizations. With a keen eye for detail and the ability to see things from multiple perspectives, the Candidate will thrive in a small team environment shaping the future direction of the organization with a ground floor opportunity in a growing field.

### Key Functions:

- Review all Department of Indigenous Services Canada (DISC) documentation related to the Canadian Human Rights Tribunal (CHRT) Court Orders, with specific attention to service and financial reporting.
- Train and support Member representatives to develop budgets, CHRT reports, formal DISC service and financial reports, financial policies and procedures, and databasing procedures.
- Train and support Member representatives to review all Jordan's Principle documentation related to the Jordan's Principle Orders specific to service and financial accessibility from a Member perspective.
- Assist Member representatives to develop budgets, reporting templates, formal service and financial reporting templates, finance policies and procedures, and databasing procedures as applicable to Jordan's Principle.

### Key Qualifications/Experience:

The ideal candidate will hold an Honours Bachelor of Accounting, Business Administration or Commerce Degree, or a related field along with five (5) years experience in financial reporting, budgeting, and forecasting. Candidates must have experience writing proposals, policies, procedures, and reports. Experience conducting financial analysis and risk management is necessary. Candidates should have experience working with Indigenous people, organizations and communities. Candidates must have superior communications skills (written and oral) and possess strong technical proficiency with software applications/programs as required (i.e. MS Office, particularly Word, PowerPoint, Excel and Outlook).

**Salary Range: \$64,066.77 - \$78,573.60**

**Deadline for Applications: February 15, 2019**

For complete list of qualifications and job requirements, please contact:

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