



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our Agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Director of Finance and Administration

Classification: Regular Full-Time Location: 30 College Street

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nations, Métis and Inuit applicants to apply and please self-identify in a cover letter.

Native Child and Family Services of Toronto (NCFST) provides holistic and integrated child welfare, prevention and support services to Indigenous children and families in Toronto. Our work is grounded in a service model developed by the community through circle and ceremony more than three decades ago. Today the Agency is comprised of some 250 staff delivering programs and services across twelve locations.

We have an exciting opportunity for a **Director of Finance and Administration** to join our Executive and Senior Leadership Circle. This is an opportunity to provide executive leadership, financial expertise, and Indigenous management principles in planning, directing and delivering core financial, information technology, property management, administrative, and strategies and services while working as part of an innovative and committed executive leadership team at the largest urban Indigenous child and family services agency in Canada.

RESPONSIBILITIES:

Reporting to the Executive Director, the **Director of Finance and Administration** will:

- Provide leadership, vision and support functions under the Executive Director's assignment;
- Support the Finance Committee of the Board;
- Financial liaison with the Ministry of Children, Community and Social Services of the Ontario Government and other Agency Funders;
- Responsible for ensuring adequate insurance programs and risk management processes are in place to protect the Agency and its assets;
- Work collaboratively to develop, maintain and implement Native Child and Family Services of Toronto's multi-year strategic plan and financial management plan;
- Formulate and communicate short and long-range goals for assigned services/departments that reflect the Strategic Plan and Mission;
- Responsible for developing, monitoring, and adjusting the budget and finances of the Agency, including, but not limited to, budget management, financial administration, tax preparation, audit management, treasury, and debt management of a 35-40M annual budget including more than 35 distinct funders;
- Responsible for analyzing various business, financial, treasury, and budget matters making recommendations to the Executive Director, the Board, and department leads for resolution and future consideration;
- Promote a culture of data-informed assessment and evaluation across all assigned areas of responsibility within an Indigenous framework;
- Responsible for ensuring financial practices, policies, and procedures are in compliance with all Federal, Provincial and Municipal mandates;
- Negotiate and coordinate all third-party, external, contracts and subcontracting operations;
- Represent the Agency and interact with auditors, members of the business community, and other external business and finance related operations;
- Responsible for the oversight of payroll and benefits and information technology, including cyber security, disaster recovery, business continuity, property management and administrative functions to ensure efficient and consistent operations as the Agency grows;
- Management and ongoing development of staff;
- Other duties may be assigned by the Executive Director, or designee.

REQUIRED QUALIFICATIONS & SKILLS:

- Accounting Designation: CPA and a minimum of 5 (five) years financial experience at a senior executive level, similar role, preferably in a mid-sized, multi-service social service agency;
- Experience in working in a unionized environment;
- Demonstrated leadership skills and ability to work constructively and effectively with all levels of staff;
- Adherence to strong ethical principles of financial management;
- Demonstrated interest in, and commitment to, community engagement;



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- Must be highly computer literate and proficient in using computerized accounting software, specifically Sage 300 and experience with system conversion, upgrade and/or implementation;
- Knowledge of payroll/legislation and practices;
- Excellent written, verbal and analytical skills and the ability to confirm to shifting priorities, demands and timelines, through analytical and problem solving capabilities;
- Understanding of various cultures and cultural communities such as First Nations, Métis, and Inuit (FNMI) communities is strongly desirable;
- Ability to understand and work with various other communities appreciating cultural differences and diversity;
- Extensive knowledge of the broader public service system for children and families, including flexible funding resources;
- Ability to work as a team member using a solution focused approach with other team members while always working to move the team towards the achievement of the department's goals, and creating a culture of collaboration;
- Pass a Vulnerable Sector police check.

We offer a comprehensive benefits package (pension plan and health and insurance benefits) and generous leave provisions. Our workplace has won design awards and has excellent amenities including a rooftop garden complete with a sweat lodge and medicinal garden.

If you are interested in this job opportunity, please apply by email on or before **March 1, 2019, 11:59 p.m.**, to hrcfst@nativechild.org quoting reference number and salary expectations #19-02-01.

Selection Process: The position will be filled through a review of submissions and resulting interview process. We sincerely thank you for your interest, however, only those applicants selected for an interview will be contacted. If you have questions about this position, please contact **Deborah Kyrzakos, HR Manager** at 416 969 8510, Ext. 3172.

Persons with disabilities who need accommodation in the application process or those needing job postings in an alternative format may e-mail a request to hrcfst@nativechild.org.