



## CAREER OPPORTUNITY

**POSITION:** DIRECTOR OF FINANCE AND ADMINISTRATION

**COMPETITION:** 19-36

**LOCATION:** Timmins, ON

**STATUS:** Full Time - 35 hours per week

**CLOSING DATE:** Open until filled

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**JOB SUMMARY:** Reporting to the Executive Director and as a member of the senior management team, the Director of Finance and Administration is accountable for providing strategic and operational leadership on all aspects of the Agency's financial, accounting, budgeting and reporting processes and systems. In addition, this position is accountable for the all of the Agency's administrative systems including information and communication systems, property management and administrative services.

### REQUIRED QUALIFICATIONS:

- An education in business administration, with a professional accounting designation professional designation is required or currently in process
- Five years management experience in financial management in a non-profit agency preferably, in a multi-disciplinary, integrated agency with aboriginal children and families.
- Experience with Management Information Systems
- Demonstrate excellent management and administrative skills;
- Demonstrate excellent analytical skills in order to evaluate program needs and results;
- Demonstrate the ability to organize and prioritize a variety of competing and urgent demands;
- Knowledge of and experience with word processors and/or database systems;
- Ability to work independently and a willingness to work flexible hours;
- Willingness to travel and have access to a reliable vehicle; Must possess a class "G" driver's license;
- Ability to speak a Native language will be considered a major asset.

### KEY RESPONSIBILITIES:

- Ensures the efficient utilization of financial, information and physical resources, which are cost effective, consistent with strategic directions and meet current and emerging agency needs;
- Ensures that the finances of the agency are managed in compliance with governance policies of the Board of Directors, in accordance with CFSA regulations and other legislation within the Province of Ontario, Federal Legislation including the Income Tax Act; Corporations Act and all other statutory requirements;
- Subscribe to the organization values of Kunuwanimano and complies with the organization's By-Laws, Policies, and Procedures;
- Ensures that expenditures, revenues, assets, liabilities and assets of the agency are managed, accounted for and reported on in accordance with the Generally Accepted Accounting Principles defined by the Canadian Institute of Chartered Accountants and in accordance with agency policies, procedures and government reporting requirements;
- Prepares monthly, quarterly and annual financial summaries and or reports for the Executive Director, the Board, Committees and funders;
- Develops, negotiates and monitors detailed budgets for agency programs in accordance with the requirements the Board of Directors, agency management and funding bodies;
- Ensures the development of short and long-term financial strategies, to meet current and emerging operational and capital needs of the agency;
- Completes financial analysis of the agency's cash flow, investment strategies, banking relationships and debt management;
- Collaborates with the senior management team, in building a strong service vision, based on the agency's mission, vision, values, strategic directions and service model;
- Provide leadership, guidance, support and direction surrounding human resources
- Collaborate with Human Resources and the management team in the development of strategies to support the recruitment and retention of a highly qualified and skilled workforce;
- Ensures the accumulation of statistical data and reports and monitors and forecasts relevant data;
- And all other duties as required.

**We offer a competitive benefits and compensation package and opportunities for professional development.**

Please refer to our website: [www.kunuwanimano.com](http://www.kunuwanimano.com) for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to [HR@kunuwanimano.com](mailto:HR@kunuwanimano.com)

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

***Only those considered for an interview will be contacted.***