



# PAYUKOTAYNO

James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Director of Finance
<b>DEPARTMENT</b>	Finance
<b>REPORTS TO</b>	Executive Director
<b>CLASSIFICATION</b>	Full-time
<b>LOCATION</b>	Moose Factory/Moosonee
<b>POSTING DATE</b>	August 5, 2022
<b>CLOSING DATE</b>	August 19, 2022 at 4:30 p.m.
<b>COMPETITION NUMBER</b>	113-22

## **POSITION RESPONSIBILITIES:**

Reporting the Executive Director or designate, the Director of Finance will play a critical role in the development and ongoing implementation of corporate and financial resources for Payukotayno: James and Hudson Bay Child & Family Services. The Director of Finance is responsible for systems development, system support and all fiduciary responsibilities for the organization, in conjunction with the Executive Director, Board of Directors and any related sub-committees of the board.

## **QUALIFICATIONS:**

- CA, CPA or CMA designation OR a University Degree with a major in accounting or;
- Master's Degree with a minimum of 7 years applied practice in a senior management role with progressive experience in the Financial or Accounting Management field. A combination of education, experience and knowledge will also be considered or;
- Chartered Professional Accountant (CPA) designation
- Bachelor's degree in Commerce or Business Administration or;
- Eight years' experience in progressively more responsible administrative positions addressing human resources and financial management or;
- Work with non-profit organizations such as Indigenous child wellbeing, child welfare or human services, with preference given to work with Indigenous organizations.
- Knowledge of Payukotayno programs and services
- Excellent interpersonal skills
- Excellent knowledge of accounting and finance principles
- Excellent written and oral communication skills
- Ability to work under pressure
- Strong organizational, administrative skills and analytical skills
- Excellent computer skills
- Ability to work with and meet tight timelines
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Must be able to provide a clear Vulnerable Sector Check
- COVID-19 Proof of Vaccination is mandatory

**SALARY:** As per Management Salary Grid

**SUBMIT COVER LETTER, RESUME AND THREE (3) WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, TO:**

Director of Human Resources  
Payukotayno: James & Hudson Bay Family Services  
P.O. Box 189, Moosonee, ON P0L 1Y0  
Fax: (844) 444-0627 E-mail: [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED,**

We are an equal opportunity Employer. If you require a disability related accommodation in order to participate in the recruitment process, please contact the Human Resources Department. Please note that preference may be given to qualified Cree speaking applicants in our hiring process.