



KINA Gbezhgomi Child and Family Services

Posted 13JUL21

Employment Opportunity

Location: Sudbury/Manitoulin

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs and customs

FINANCE SUPERVISOR

(1) FULL TIME POSITION- PERMANENT

LOCATION: SUDBURY/MANITOULIN

Salary Range \$70,480 - \$86, 680

Job Overview:

Under the supervision of the Finance Administrator, the incumbent is responsible for providing supervision, administrative management, guidance, and leadership of assigned staff. The Finance Supervisor is also responsible to support the development and on-going implementation of financial systems of the agency's operation including employee benefits.

Qualifications

Education:

- Master of Business or Certified General Accountant (CGA Designation), University Degree in Commerce, Finance, Accounting or Business Administration.

Experience:

- A minimum of ten (10) years of work experience in financial/administrative management.
- Must have at least ten (10) years of recent and successful employment experience in an Indigenous work environment with exposure to financial processes and procedures.
- Experience with non -profit service sector agency and/or Board Governance.
- A minimum of ten (10) years of progressively responsible experience.
- A minimum of three (3) years in a supervisor role, preferably in a non-profit organization.
- Previous accounting experience for all aspects of an organization.
- Management experience of AP, AR, Payroll, Benefits, Bank Reconciliation and Audit.

Duties:

- Perform regular Finance Team Meetings, providing input on issues and concerns.
- Represent the Finance Team on agency and non-agency committees, delegating suitable staff members as representatives, when appropriate.
- In accordance with the agency's staff evaluation process, ensuring written annual performance appraisals for all assigned staff are completed as required.
- Identifying training and development needs of staff and accordingly consulting with and making recommendations to Human Resources as appropriate.
- Participate in professional development to achieve increased competence and skill in areas critical to performance by attending appropriate training opportunities and keeping current with the theory and practice in one's area of employment.
- Reviews and advises on the status of the agency's centralized financial filing system comprised of a paper/paperless copy of all applicable office and financial records and information on an annual basis, comprehensive vendor files/accounts, statements, invoices, correspondence, reports, policy manuals, statistical files, and records, for auditing purposes.
- Balance bank reconciliations as required.
- Provide information as required to new agency employees in relation to deductions and benefits that apply.
- Ensure the training is provided to the finance clerks on how to input into the general ledger, accounts payable, accounts receivable and payroll systems, develops revises, and edits the procedure manual. Will update the budget and general ledger monthly to maintain proper financial controls.
- Is responsible for completing WSIB Form 6 & 7 together with HR Legal.
- Provide leadership to ensure the development and successful functioning of the team.

DEADLINE: OPEN RECRUITMENT UNTIL POSITION FILLED

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the full job description.
KGCFS offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "**Confidential – Finance Supervisor**". Include in your application a **cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.**

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax or in person, at

Human Resources – Confidential
FINANCE SUPERVISOR
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0
Fax: (705) 859-2195
Email: hr@kgcfs.org

KGCFS services is based on a highly specialized approach to the delivery of child welfare in our area. Preference will be given to Anishinaabe Candidates (please self-identify). Miigwech for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.