

## **Job Posting – Funding Navigator/Finance Officer**

**POSITION TITLE:** Funding Navigator/Finance Officer  
**REPORTS TO:** Director of Finance and Administration  
**CLASSIFICATION:** Permanent, Full-Time  
**SALARY RANGE:** \$64,830.16 - \$82,030.84  
**LOCATION:** Toronto, Ontario  
**POSTING DATE:** October 18<sup>th</sup>, 2021  
**CLOSING DATE:** November 8<sup>th</sup>, 2021 at Noon

### **Position Summary**

Reporting to the Director of Finance and Administration, the Funding Navigator is responsible for planning, organizing, controlling and monitoring of the member organization's financial management and program evaluation(s) related to Department of Indigenous Services Canada, Jordan's Principle and Child Welfare Reform.

### **Primary Responsibilities**

In collaboration with the Director of Finance and Administration, the Funding Navigator will organize, monitor and review all financial areas related to ANCFSAO, under the direction of the Director of Finance and Administration, the Department of Indigenous Services Canada, Jordan's Principle and Child Welfare Reform. The Funding Navigator/Finance Officer will provide guidance and support to the member- agencies and Indigenous communities (Member(s)) by assisting in the following areas:

#### **Finance:**

- Provides relevant, competent Finance and Human Resource services to the Association:
  - Ensures Finance and Administration services are delivered with excellence and conform to the Association beliefs, values, customs, practices, applicable provincial legislation, regulations, generally accepted accounting principles, internal policies, procedures, guidelines, and year-end financial auditing standards
  - Provides the highest quality of Finance and Administration services through decision-making that is done in the best interest of every client, staff member, and vendor; in a timely manner to ensure compliance within established timelines;
  - Completes monthly bank reconciliation in a timely manner
  - Compiles other financial information and prepares statistical reports as requested by the Director of Finance and Administration.
  - Creates new employee, vendor and customer files in the accounting software and updates electronic files as required.

#### **Canadian Human Rights Tribunal:**

- Review all Department of Indigenous Services Canada (DISC) documentation related to the Canadian Human Rights Tribunal (CHRT) Court Orders, specifically to service and financial reporting
- Train and support Member representatives to develop budgets, reports, policies and procedures

#### **Jordan's Principle- service coordination and planning:**

- Train and support Member representatives to review documentation and develop budgets, policies and procedures

### **Qualifications**

#### **Preferred Education and Experience:**

- Honours Bachelor of Accounting, Business Administration or Commerce Degree
- Designation as a Certified Professional Accountant (CPA) is preferred
- Five (5) years experience in financial reporting, budgeting, and forecasting
- Experience working with Indigenous people, organizations, and communities
- Experience writing proposals, policies, procedures and reports
- Experience conducting financial analysis and risk management

### **To Apply**

Please email with the Subject Line Program Analyst, and the following items to **HRGeneral@ancfsao.ca**. A Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.

- Resume (include 3 work related references).
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.

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.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process and a full job description, please contact HR General.

