



## KINA Gbezhgomi Child and Family Services Employment Opportunity

Posted: Dec 9, 2022

Location: Manitoulin Island or Sudbury

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. **Preference will be given to Anishinaabe Candidates (please self-identify in your application).**

# FINANCE SUPERVISOR (1) PERMANENT FULL-TIME POSITION

**Starting Salary: \$72,108 + Pension & Benefits**

### 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 ongoing implementation of financial systems of the agency's operation including employee benefits.

### QUALIFICATIONS

- Master of Business or Chartered Aboriginal Finance Manager Designation (CAFM), University Degree in Commerce, Finance, Accounting, or Business Administration.
- A minimum of ten (10) years of work experience in financial/administrative management and at least ten (10) years of recent and successful employment experience in an Indigenous work environment with exposure to financial processes and procedures.
- An individual of Anishinaabe ancestry is preferred with genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs, and practices.

### DUTIES & RESPONSIBILITIES

- Perform regular Finance Team Meetings, providing input on issues and concerns.
- 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.
- Ensure the training is provided to the finance clerks on how to input into the general ledger, accounts payable, accounts receivable, and payroll systems
- 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.
- Must possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping Anishinaabe families strengthen and achieve Mino Bimaadizowin (living the good life) through healthy level of well-being.

### WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, from time-to-time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar, may occur within the work setting.
- Must be willing to comply with KGCFS COVID 19 Vaccination Policy

## DEADLINE: OPEN UNTIL FILLED

Applicants are encouraged to visit our website at [www.kgcfcs.org/employment](http://www.kgcfcs.org/employment) to review the full job description.

KGCFS offers competitive wages, a generous benefits package, and an 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 website, email, or fax 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@kgcfcs.org](mailto:hr@kgcfcs.org)

*KGCFS We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request. Miigwetch 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.*