



# **Dnaagdawenmag Binnoojiiyag**

## **Child & Family Services**

517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6

### **Employment Opportunity**

Director of Finance and Administration – Full Time  
Secondment May Be Considered

#### **Purpose of the Position:**

Reporting to the Executive Director, the Director of Finance and Administration is responsible for the development, implementation and updating of financial management, human resource and information management policies, procedures and standards; for the preparation of annual expenditure plans; for the preparation of reports as required by the Executive Director; for the supervision of staff charged with responsibility for the components of the finance function, human resources function and information technology function through their respective managers; and for any other duties that may be assigned by the Executive Director.

#### **Responsibilities:**

##### **1. Policy and Program Development:**

- Assists the Executive Director in the development of and, as needed, of revisions to clear and effective financial management, human resource and information management policies, procedures and standards for Board approval to both comply with evolving First Nation and Funder requirements (applicable legislation, regulations and policy directives), and to address any operational issues as they are identified.

##### **2. General Program Management and Administration:**

- Assists the Executive Director in ensuring that Board-approved financial management, human resource and information management policies and procedures are implemented and followed, and that Board-approved standards are met in the day-to-day management and administration of DBCFS.
- Assists the Executive Director in ensuring all financial management recording and reporting set out in policies is completed by staff to the specified standard.
- Assists the Executive Director in ensuring that a 12-month expenditure plan is prepared 60 days prior to the new fiscal year and presented to the Board for review and approval.
- Assists the Executive Director in ensuring that the expenditure plan is reviewed quarterly with Management and the Board and is updated as required to address any variances in relation to projections and changes in circumstances.
- Serves as an Ex-officio member of any committees that have responsibility for financial matters and provides pertinent data to the Executive Director as may be required.
- Assists with the development of a division of labour and organization structure that supports the most efficient and effective use of financial and human resources in the management, administration and delivery of services.

##### **3. Financial Management**

- Establishes, implements, maintains and revises as necessary, paper and electronic financial record keeping systems required to maintain full and accurate accounting records that are in compliance with DBCFS financial management policies and procedures, and the terms of

funding agreements.

- Sets up the Chart of Accounts and implements spending commitment controls.
- Processes invoices. Ensures appropriate approval of expenditures and reviews all cheques for approval levels and documentation prior to signing and release.
- Codes and inputs budget postings to the accounting system.
- Opens, closes and monitors all chequing, investments and reserve accounts of DBCFS.
- Inputs or oversees the input of all AR and AP entries and processes payments as approved by the Executive Director.
- Coordinates and oversees the annual audit process.
- Conducts financial analysis and prepares monthly and annual financial year-to-date variance reports as required by the Executive Director, other Managers and the Board.

#### **4. Human Resource Management**

- Provide strategic leadership for the planning, implementation and operational direction of the Human Resource Department.
- Develop and implement key human resource strategies that will contribute to building a culture of high performance and organizational excellence.
- Develop and support a full range of initiatives related to: recruitment and retention, organizational and leadership development, employee relations, benefits and compensation administration, employee engagement and recognition, training and professional development.
- Set standards and outcome expectations for HR service delivery.

#### **5. Information Management**

- Provide strategic leadership for the planning, implementation and operational direction of the Information Technology Department.
- Develop and implement key information management strategies that will contribute to the security and confidentiality of all agency information.
- Set standards and outcome expectations for Information Technology service delivery.

#### **6. Other Duties**

- Ensures the effective implementation of other duties as determined by the Executive Director.

#### **Preferred Requirements**

The successful applicant should have:

- a CA, CGA or CMA designation OR a University Degree with a major in accounting or be currently pursuing designation OR;
- a CAFM - Certified Aboriginal Financial Managers designation or be currently pursuing designation.
- experience with Ministry of Child & Youth Services (MCYS) funding formula would be considered an asset.
- a minimum of 5 years progressively responsible experience in financial, human resource and information management.
- a minimum of 3 years experience at a management level supervising staff.
- individual must be bondable.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.
- must be willing to travel, possess a valid class "G" driver's license and a reliable vehicle with a \$2 million rider liability
- ability to provide an acceptable Driver's Abstract
- ability to provide an acceptable CPIC with VPSS and be bondable
- must be willing to work flexible hours

## **Knowledge Requirements**

The successful applicant will show:

- be thoroughly familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies.
- be thoroughly familiar with Financial Management, HR and Information Management Policies.
- have a solid background in the use of computers with specific knowledge of MAC computers and accounting, spreadsheet and document software.
- have a sound knowledge of techniques used in financial research/analysis.

## **Ability Requirements**

The successful applicant(s) will show the ability to:

- relate effectively to and supervise staff as a diplomatic and flexible team player.
- work effectively with the management and staff of other programs/agencies.
- effectively manage financial matters.
- effectively manage HR matters.
- effectively manage secure and confidential information.
- communicate effectively in writing and verbally.

**Salary Range: Salary Commensurate with Experience**

**Closing Date: Open Until Filled (First Screening Friday, May 12, 2017)  
Only those selected will be contacted for an interview.**

For questions and a full Job Description please email [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

**Please send DBCFS Employment Application, cover letter, resume and 3 work related references to:**

Laurie Paudash, HR Manager  
Dnaagdawenmag Binnoojiiyag Child & Family Services,  
517 Hiawatha Line,  
Hiawatha First Nation, ON  
K9J 0E6  
Fax: 705-295-7137  
Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

## **Notes:**

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. Secondment may be considered.