



Dnaagdawenmag Binnoojiiyag
CHILD & FAMILY SERVICES

**Dnaagdawenmag Binnoojiiyag
CHILD & FAMILY SERVICES**
517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

**Employment Opportunity – Full Time 35 Hours
Director of Finance and Operations
Hiawatha First Nation**

Purpose of the Position:

Reporting to the Executive Director, the Director of Finance and Operations is responsible for the development, implementation and updating of financial (accounting, purchasing, property, payroll & Benefits, Risk Management) management, facilities management, 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, facilities management function and information technology function through their respective managers/coordinators; and for any other duties that may be assigned by the Executive Director. As a member of the Executive Team, and a resource to the Board and its Committees, will look for ways to ensure value for money, capitalize on cost containment, set measures to monitor performance during the financial year and oversee all aspects of Information and Facility Services.

Responsibilities

Policy and Program Development

- Assists the Executive Director in the development of and, as needed, of revisions to clear and effective financial management, facilities management 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.
- Assists with the development of the financial and components of proposals for the implementation of programs, facilities or services that are required to address identified and substantiated needs of children, youth and their families.
- Consults regularly with and acts as a resource to both the Dnaagdawenmag Binnoojiiyag Child and Family Services Executive Director and other staff with respect to the adequacy of established financial management, facilities management and information management policies and procedures.

- Reports on a regular basis to the Executive Director with respect to the adequacy of financial, facilities and information management policies, procedures and standards in relation to any operational issues that arise.

General Program Management and Administration

- Assists the Executive Director in ensuring that Board-approved financial management, facilities management 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 Dnaagdawenmag Binnoojiiyag Child and Family Services.
- 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 twelve (12) month expenditure plan is prepared according to set timelines 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, facilities and information technology matters and provides pertinent data to the Executive Director as may be required.
- Assists the Executive Director in relations with funders concerning financial matters and issues.
- Consults with Executive Director and other Directors, Managers and staff as appropriate to help address any contentious financial, facilities and information management issues.
- 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.
- Following organizational process participate in the recruitment of any financial, facilities and information management and support staff; and directly supervises, evaluates and delegates functions and authority to staff responsible for financial management functions and information management functions through their respective managers.
- In collaboration with the Director of Human Resources, manage the society's employee benefit program through cost monitoring and reporting, and guiding the tendering process for election of benefit carriers
- Participates in monthly management meetings to ensure management's control and

direction according to plan.

- Ensures that the workload of any staff members reporting to her/him is effectively distributed based on regular review.
- Ensures the development and maintenance of effective communications between management, staff and functional units of Dnaagdawenmag Binnoojiiyag Child and Family Services.
- Ensures that each staff member reporting to her/him is evaluated as per the Human Resources policy in relation to applicable position descriptions; and assists with the development of the annual training plan to ensure that it addresses both identified weaknesses and the professional development needs of their staff.
- Through the management of the Facilities Coordinator and Director of Finance and Operations assists the Executive Director in ensuring that buildings/offices/equipment are properly maintained
- Delegates, with the approval of the Executive Director, their responsibilities to the Finance Manager in their absence from the agency.

Financial Management

- Prepare multi-year budget and related Ministry submissions.
- Establishes, implements, maintains and revises as necessary, paper and electronic financial record keeping systems required to maintain full and accurate accounting records that are following Dnaagdawenmag Binnoojiiyag Child and Family Services financial management policies and procedures, and the terms of funding agreements.
- Sets up the Chart of Accounts and implements spending commitment controls.
- Negotiate directly with funding bodies as related to the Society's operating and capital budgets in keeping with the direction of the Executive Director.

Delegates some or all the following duties to the Finance Manager while retaining responsibility for results:

- Reviews all Accounts Payable input prior to payment process to ensure appropriate level of expenditure authorization, account coding and supporting documentation has been met.
- Codes and inputs budget postings to the accounting system.

- Including the preparation of monthly bank reconciliation reports, opens, closes and monitors all chequing, investments and reserve accounts of Dnaagdawenmag Binnoojiiyag Child and Family Services.
- Reviews all Accounts Receivable and General Ledger transactions to ensure accuracy and supporting documentation is on file.
- Reviews/oversees all payroll transactions, and in collaboration with the Finance Manager reconciles all payroll related deductions and remittances, prepares remittances and all required annual reports.
- Completes all required reports from Funders etc. (i.e. Ministry of Community and Social Services), and other Government reports etc. (i.e. Registered Charity Information Return)
- Coordinates and oversees the annual audit process.
- Conducts financial analysis and prepares monthly, quarterly and annual financial year-to-date variance reports as required by the Executive Director, other Managers and the Board and Ministry.
- Ensures Dnaagdawenmag Binnoojiiyag Child and Family Services assets are properly insured. Liaise with insurer and/or broker and or legal counsel on insurance, risk/liability management issues.
- Develop a risk management policy and strategies to ensure that all aspects of insurance coverage are adequate by means of periodic review and consultation with the Agency's insurer and Executive Director.

Information Management

Delegates some or all the following duties to the Information Technology Manager while retaining responsibility for results:

- Provide strategic leadership to the Information Technology Manager 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.
- Develop and implement an Information Management Strategic Plan.
- Set standards and outcome expectations for Information Technology service delivery.
- Provide strategic advice to directors and managers at all levels regarding information security and confidentiality.

- Provide guidance, coaching and oversight to the Information Technology Manager and team.
- Assist the Information Technology Manager in information management issues as needed.

Facilities and Property Management

- Coordinate with the Facilities Coordinator on the development and implementation of any/all new building and capital projects.
- Prepare business plans and related capital and financing submissions in support of building and property transaction of the Agency.
- To oversee the Facilities Coordinator for the development and implementation of systems to ensure appropriate maintenance and functioning of the various Agency buildings, grounds and facility systems (e.g. mechanical, electrical).
- To oversee the Facilities Coordinator in all budgeting matters related to the day to day operation and special projects (i.e. building and capital).
- Provide guidance, coaching and direct oversight to the Facilities Coordinator.
- Develop and implement a Capital and Facilities Management strategic plan to meet operational needs of the organization and oversee project management services related to construction or renovation of any agency facilities.

Community Relations

- Assists the Executive Director in establishing and maintaining effective and positive public relations.
- Ensures positive working relationships between Dnaagdawenmag Binnoojiiyag Child and Family Services, other First Nation partners and relevant external agencies.

Other Duties

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

Preferred Requirements

- University Degree with a major in accounting, Certified Professional Accountant OR a combination of education and experience from which comparable knowledge and abilities can be acquired;

- A CAFM - Certified Aboriginal Financial Managers designation or be currently pursuing designation.
- Experience with Ministry of Child Community and Social Services (MCCSS) funding formula would be considered an asset.
- A minimum of five (5) years progressively responsible experience in financial, and information management.
- A minimum of three (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, Metis and Inuit peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

Knowledge Requirements

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

Ability Requirements

- 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, and secure confidential information.
- Communicate effectively in writing and verbally.
- Provide an acceptable CPIC and VPSS.
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of PL & PD insurance coverage for at least \$2,000,000.00.

Working Conditions

- The nature of the job requires flexibility in hours worked, especially during court trials. Longer than normal hours are required on a regular basis.

Starting Salary: \$116,003.00 - \$130,580.00, depending on qualifications and experience.

Closing Date:

- **Open until filled;**
- **Only those selected for an interview will be contacted.**

Please Send:

- Application for Employment (available at www.binnoojiiyag.ca). Please indicate preferred location in your application;
- Cover letter and Resume (include 3 work related references) to:

Human Resources, Recruitment Coordinator,
Dnaagdawenmag Binnoojiiyag Child & Family Services,
517 Hiawatha Line,
Hiawatha First Nation, ON
K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

1. Persons of First Nations, Metis and Inuit ancestry and members of Dnaagdawenmag Binnoojiiyag Child & Family Services First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca.