



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.

FINANCE SUPERVISOR PERMANENT FULL-TIME

Reporting to the Director of Finance, the Finance Supervisor is responsible for efficiently managing day-to-day operations of the finance department through producing and maintaining financial information and completing accounting tasks relating to Agency accounts and records. The Finance Supervisor is responsible for supervising accounting staff and the accounting system for the Agency; ensuring finance policies and procedures, regulations, Generally Accepted Accounting Principles and financial and legal agreements are followed in day-to-day functions; preparing cash flows, budget forecasts, reconciliations and financial analysis reports for the Director of Finance; and coordinating and managing the financial auditing process.

Skills and Abilities:

- Problem-solving and critical thinking skills to analyze information, identify key issues, solve problems and develop viable solutions; Project management skills, including an ability to assess priorities, coordinate diverse projects and make optimal use of available resources to achieve outcomes
- Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments with concurrent timelines and respond to demands of a dynamic work environment
- Written and verbal communication skills, including an ability to develop a variety of information materials for diverse audiences and present information in a clear and concise manner
- Making evidence-based recommendations to the senior management team
- Maintaining a strong sense of professional judgment, tact, ethics, sensitivity, integrity and confidentiality
- Working cooperatively and productively with others to achieve common goals; demonstrate respect, cooperation and collaboration
- Demonstrating strong negotiation and interpersonal skills with an ability to manage conflictual situations and build successful working relationships
- Functioning independently as well as lead and contribute effectively within a team environment
- Experience or knowledge working with CPIN – Child Protection Information Network

Education & Experience:

- Post-secondary Degree with an emphasis in Accounting; Chartered Professional Accountant designation (CPA)
- Minimum 3 years progressive experience in an accounting position;
- Experience in not-for-profit organizations such as child wellbeing, child welfare or human services

Knowledge:

- Generally Accepted Accounting Principles (GAAP)
- Accounting procedures involving procurement, travel, and budget management
- Agency's mission, vision, strategic objectives, and non-service-related policies and procedures
- Current trends and best practices within the accounting and budgeting fields
- The practice of social work including familiarity with the Child, Youth and Family Services Act
- The Teachings of the Seven Grandfathers

Other Requirements:

- Must provide a clear Criminal Records with Judicial Matters Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage
- Must have a clear Drivers Abstract – 3 year uncertified

Work Location:

- North Bay Office location

Niijaansinaanik is 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 for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources
Niijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email: careers@nijcfs.com or fax: (705) 223-7439

Application deadline is:

Friday, May 7, 2021 – 4:00 p.m.

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact

Human Resources at careers@nijcfs.com

or call (705) 923-8400

[Niijaansinaanik Child and Family Services \(nijcfs.com\)](http://Niijaansinaanik Child and Family Services (nijcfs.com))