



### About Anishinaabe Abinoojii Family Services:

The overall strategic direction of the Agency falls in line with the Mission Statement; to protect children and to heal and strengthen families, in a way that honors the Customs, Values, and Traditions of our People.

They are currently mandated through the province of Ontario and their collective Chiefs to provide child welfare services to five communities and prevention services to fourteen First Nations in Treaty #3 northern territory. Their brother agency to the south, Weechittewin Family Services provides the same service provision to fourteen First Nations in the southern territory.

Additionally, they carry Service Agreements with Kenora-Rainy River Districts Child and Family Services for 6 First Nations in Treaty #3 north, as an alternative to mainstream service provision, until jurisdiction is officially transferred from the Province for all First Nations to be delivered services in a culturally safe manner.

### How to Apply:

Please apply online at <https://jobs.peoplefirsthr.com/#/jobs> or by emailing your resume in confidence to Jenessa McCrae at [jmccrae@peoplefirsthr.com](mailto:jmccrae@peoplefirsthr.com).

## Director of Finance

Kenora, Ontario

The Director of Finance (DOF) is responsible for the development and ongoing implementation of financial systems and for supervising a team of employees in finance, planning, budgeting, and reporting. As a member of the director team, the Director of Finance contributes to the long-term strategic vision of the organization, collaborating with other members to ensure the long-term relevance and viability of AAFS.

### As the Director of Finance, you will:

- Ensure financial and administrative services are delivered with excellence and conform to provincial legislation, regulations, standards Funding Framework, the agency philosophy, policies, procedures, guidelines, auditing standards.
- Prepare and submit for review by the Executive Director, Finance Committee and the Board of Directors internal monthly, quarterly, and annual financial statements, reports, and schedules on all agency accounts and programs.
- Ensure accurate and timely recording of all agencies financial transactions including the recording and depositing of all revenues, the verification and authorization of all disbursements, and the reconciliation and monthly updating of the general ledger accounts for preparation of regular financial reports and statements.
- Prepare applications, reports, and presentations to funding sources.
- Make cash-flow projections for existing and future programs supervise the administration of funding for special projects ensures financial and progress reports are prepared and submitted by the corporation to funders.
- Assist the Board appointed auditor to prepare the Corporation's year-end financial statements.
- Provide technical support to the Board of Directors and the Finance Committee regarding program financial management procedures, as requested and directed, and relative to their needs and requirements.
- Ensure all government and First Nation contracts, and agreements with the Corporation are signed, processed, and filed as appropriate and necessary.
- Review on an ongoing basis, the Corporation's information systems, and where appropriate and necessary, makes recommendations regarding changes to programs and/or equipment.
- Negotiate lease agreements, rental agreements, contracts, and insurance with outside agencies and companies as required.

### You and Your Experience:

- C.M.A. or C.G.A. with a minimum of five years of experience in financial management. A combination of skills, education, and experience may be considered.
- Working knowledge of the Child and Family Services Act and Regulations.
- Sound knowledge of Customary Care and the philosophy of service delivery, First Nation communities, family structure, and local customs and traditions.
- Expert knowledge of Ministry reporting requirements for the preparation of annual budgets, service plans, and quarterly reports to include extensive working knowledge and thorough understanding of the Funding Framework.
- Ability to speak Anishinabemowin is preferred and a definite asset.