



Anishinabek Education System Kinoomaadziwin Education Body JOB POSTING

POSITION:	Finance Manager
DEPARTMENT:	Administration
ACCOUNTABILITY:	Director of Education
HOURS OF WORK:	35 hours per week
PREFERENCES:	Member of an AES Participating First Nation or of Aboriginal Descent
LOCATION:	Nipissing First Nation
APPROVED:	August 2017
UPDATED:	

JOB PURPOSE/SUMMARY

SCOPE

The Finance Manager is responsible for the effective management of all financial operations within the Kinoomaadziwin Education Body. The Finance Manager is responsible for establishing financial policies, procedures, controls and reporting systems that contributes to the overall success of the Anishinabek Education System. The Finance Manager reports directly to the KEB Director of Education.

KEY JOB FUNCTIONS

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments (CPP, EI), Income Tax, Goods and Services Tax, Employer Health Tax
- Prepare all supporting information for the annual audit and liaise with the KEB Board's Finance Committee and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation

- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer, Finance Committee as appropriate
- Assist the Director of Education and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings

Payroll preparation and administration

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Negotiate and manage the employee insurance and benefits plans
- Process and submit statutory and benefits remittances on time
- Issue annual T4s and T4As

Budget preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Director of Education and Treasurer and/or Finance Committee
- Assist with the preparation of budgets for funding applications

Project management accounting

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects

Information technology

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements
- Advise on appropriate technology that meets the organization's information requirements and financial resources

Risk management

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

Office administration

- Oversee and supervise the administrative function of the organization including reception, property/facility management, safety of the work environment, and provision of furnishings and equipment necessary for effective operations
- Oversee the management of all leases, contracts and other financial commitments
- Monitor all legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc.) and all regulations on professional certification to ensure that the organization is compliant

QUALIFICATIONS

Education

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration

Professional designation

- Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset.
- 2+ Years' experience working in Aboriginal organizations.

- Knowledge of First Nation education issues, challenges and delivery models.
- Preferred Anishinabemowin Language Fluency and/or willing to learn Anishinabemowin.

Knowledge, skills and abilities

- Knowledge of generally accepted accounting principles
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of the voluntary sector

Proficiency in the use of computer programs for:

- Accounting
- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet

Interested applicants **MUST** submit a cover letter, resume, photocopies of Certificates/diploma/degree/OTC from a post-secondary institution, and three references (preferably 3 recent employment references from a direct supervisor/manager):

Attn: Kinoomaadziwin Education Body Board Hiring Committee c/o Union of Ontario Indians
Box 711, North Bay, ON P1B 8J8
Phone: 705-497-9127 / 1-877-702-5200 Fax: 705-497-9135
E-mail: Alice McLeod alice.mcleod@anishinabek.ca

By: September 15, 2017 @ 4:00 p.m.

Late or incomplete applications will not be considered.

We appreciate your interest, however, only those selected for an interview will be contacted.
Preference will be given to Aboriginal people.