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## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Director of Finance and Administration
<b>DEPARTMENT:</b>	Management
<b>REPORTS TO:</b>	Executive Director
<b>CLASSIFICATION:</b>	Permanent Full-Time
<b>SALARY RANGE:</b>	\$115,000.00 to \$145,511.69
<b>LOCATION:</b>	Toronto, ON
<b>POSTING DATE:</b>	April 1, 2022
<b>CLOSING DATE:</b>	April 22, 2022

### Job Purpose

Reporting to the Executive Director (ED), the Director of Finance and Administration (DOFA) will play a critical role in the development and ongoing implementation of corporate, financial, and human resources for the Association of Native Child and Family Services Agencies of Ontario (ANCFSAO). As a member of the management team, the DOFA will be an advisor to the member agencies, team directors, evaluating and assisting them with their financial plans, as well as in the human resources management of ANCFSAO. This role is responsible of the management of ANCFSAO's information and communication systems, reporting and infrastructure needs. The DOFA will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization, in conjunction with the ED, Board of Directors and any related sub-committees of the Board.

### Job Duties

- Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include budgeting, and conservation of assets
- Create and maintain automated financial and management information systems for the company
- Ensure compliance with local, provincial, and federal (including ministerial) budgetary and financial reporting requirements
- Ensure all financial and operational policies and procedures are in compliance with Federal and Provincial Standards and Guidelines
- Develop and implement finance, accounting, billing, and auditing procedures
- Establish and maintain appropriate internal control safeguards
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports
- Submit quarterly and annual financial statements to funders
- Prepare budget adjustments as required for funding requirements or for changes in services/operations

## Qualifications

- CA, CPA or CMA designation OR a University Degree with a major in accounting or;
- Master's Degree with a minimum of 7 years applied practice in a senior management role with progressive experience in the Financial or Accounting Management field. A combination of education, experience and knowledge will also be considered or;
- Chartered Professional Accountant (CPA) designation
- Bachelor's degree in Commerce or Business Administration or;
- Eight years' experience in progressively more responsible administrative positions addressing human resources and financial management or;
- Work with non-profit organizations such as Indigenous child wellbeing, child welfare or human services, with preference given to work with Indigenous organizations.

## To Apply

Please email with a Subject Line title *Director of Finance Application*, and the following items to [HRgeneral@ancfsao.ca](mailto:HRgeneral@ancfsao.ca) :

- A Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).
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Incomplete Applications will not be considered. Only those selected will be contacted for an interview.

The position will be working remotely with the anticipation of travel for team and member meetings. Currently, our employees are working remotely and located within the Eastern Time Zone. To work in synergy, it is preferred that our applicants are working within the same Eastern Time Zone to accommodate team and client meetings.

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process and a full job description, please contact [HRgeneral@ancfsao.ca](mailto:HRgeneral@ancfsao.ca).