



EMPLOYMENT OPPORTUNITY POSTING

Finance Manager

CLASSIFICATION: Full Time – Permanent
SALARY: Commensurate with qualifications and experience
LOCATION: Ogemawahj Tribal Council Office, Rama, Ontario
DEADLINE TO APPLY: Open Until Filled

The Ogemawahj Tribal Council (OTC), consisting of the Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island and the Pottawatomi of Moose Deer Point First Nations, supports the overall goals and objectives of all of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibilities of Finance Manager.

Working under the guidance and direction of the Executive Director, the Finance Manager will direct the day to day financial operations of the OTC in a professional manner to ensure accuracy and compliance with generally accepted accounting principles and ensure compliance with the policies and administrative objectives of the OTC and government regulations; Provide direction, guidance, support and capacity building in financial management services for all OTC First Nations; Provide analysis of government (First Nation, federal and provincial) legislation, regulations and policies that affect the finances of OTC and it's member First Nations.

MINIMUM QUALIFICATIONS:

- A professional designation as a Certified Professional Accountant (CPA), or Certified Aboriginal Financial Manager (CAFM) is required.
- Must have five years work experience in a senior financial management capacity. Alternatively, 3 years work experience at a senior level public service or management capacity with demonstrated budget preparation and financial planning.
- Must have experience working with First Nation Government, First Nation Communities and other levels of Government. A keen appreciation of OTC First Nation Cultures and community aspirations is required.
- Must have proven well-developed communication, staff/public relations and negotiating experience; must be highly self-motivated and able to work well independently or as a team member.
- Must have excellent computer skills, specifically Microsoft Windows Office Suite and working knowledge of Sage 300 and other financial software and spreadsheet applications.
- Must have valid Class G Ontario Driver's License and access to reliable transportation

KNOWLEDGE AND SKILLS:

- Excellent knowledge, training and experience in government and Not For Profit accounting procedures;
- Must be innovative and decisive with high-level organizational, managerial, research and analytical skills;
- Excellent knowledge of federal and provincial legislation and policies that affect First Nation government, and a sound knowledge of contemporary public sector operating systems and procedures are required;
- Must demonstrate the ability to work with a high level of tact and discretion.
- Must demonstrate results - oriented financial management skills and strategies;
- Must possess excellent Project Management skills and must be able to establish and effectively achieve measurable objectives within directed work plans.

PLEASE SEND APPLICATIONS TO:

**Ogemawahj Tribal Council,
Attention: Mary King, Executive Director
5984 Rama Road
Rama, ON L3V 6H6
Or via email to:
mmccue-king@ogemawahj.on.ca
For more info, please call: (705) 329-2511**

Candidates must provide a detailed resume, cover letter and three references. Please mark on the envelope "Finance Manager Position." Only those selected for an interview will be notified.

Full job description available upon request.