



# Kinooomaadziwin Education Body

## FINANCE MANAGER

### Employment Opportunity

December 2022

#### **SUMMARY:**

The Finance Manager provides financial and accounting support services in a timely and accurate manner in accordance with the best accounting practices for the Kinooomaadziwin Education Body (KEB). The position reports to the Director of Education (E-naag-denj-get) and provides support to the KEB Board of Directors, the Finance Committee and, as required, the Human Resources Committee. The Finance Manager plays a key role in the overall implementation of the Anishinabek Nation Education Agreement, the Master Education Agreement, and their respective fiscal agreements (together, “the Agreements”). The Finance Manager has the full responsibility of ensuring sound financial management and proper accounting.

#### **DUTIES AND RESPONSIBILITIES**

##### **Financial Management**

Responsible for the overall financial management of the KEB, the Finance Manager will initiate and maintain effective financial practices for the KEB. This position works with the KEB Finance Committee and the E-naag-denj-get to prepare and recommend annual administrative budgets for review and consideration by the Board of Directors. The Finance Manager ensures all aspects of an efficient financial planning cycle and maintains a sound chart of accounts that supports the reporting requirements of the KEB. In addition, the Finance Manager leads the implementation, compliance, and reporting of funding agreements with Canada, Ontario, Participating First Nations (PFNs), organizations and other contracts.

Additional responsibilities under financial management include:

- Completing variance analyses
- Preparing monthly and quarterly financial statements for the Board of Directors and KEB management
- Completing year-end audit and maintaining systems of readiness for financial audit
- Overseeing the process for the KEB employee payroll
- Overseeing the process for approval and release of payment files
- Overseeing accounts receivable and accounts payable, in accordance with the KEB finance policies
- Supporting tax preparation, auditing, banking, investments, and other financial needs, as necessary
- Tracking the Anishinabek Education System (AES) and KEB status and performance to identify areas for potential improvement and reporting these potential improvements to the E-naag-denj-get

##### **Leadership and Strategic Planning**

Responsible for providing strategic financial support for the implementation of the Agreements and the goals of the AES, the Finance Manager participates in the annual planning processes for the KEB and advises on financial supports for proposed activities and work plans. The Finance Manager provides insightful information and expectations to the E-naag-denj-get and the Board of Directors to support long-term and short-term decision-making.

This position directly supports the E-naag-denj-get with the implementation of strategic directions from the PFNs and the Board of Directors and provides leadership in resolving key financial

issues. Advising the KEB on financial matters and leading the review of financial policies and processes are essential duties within this position. The Finance Manager also identifies opportunities for new and additional funding, and develops advocacy strategies that improve education funding for the AES and the KEB. The Finance Manager collects, interprets and reviews financial information related to First Nation education funding and AES funding to identify trends and predict future financial trends. The Finance Manager reports trends and issues to the E-naag-denj-get and provides advice on the KEB operations and future business decisions that might be impacted.

### **Operations**

Responsible for supporting the effective operations of the KEB, the Finance Manager authorizes purchases, and oversees the asset management of major office equipment and furniture. This position also ensures the maintenance of KEB credit cards, petty cash, and other assets to ensure longevity and proper use by employees and others. The Finance Manager provides support to the Senior Operations Manager in the management and planning of operations, communications, and IT budgets. Related to the overall operations of the KEB, the Finance Manager supports the collection and analysis of financial data and information related to KEB administration, projects, and initiatives.

### **Human Resources Management**

Responsible for collaborative human resources management, the Finance Manager ensures the daily supervision of finance staff. This includes the implementation of employee work plans, reviewing and approving weekly time sheets and leave requests, conducting annual and interim performance evaluations, and ensuring staff compliance of KEB policies and procedures. This position contributes to the planning and implementation of professional development opportunities, team building, and strategies for incentive, retention, and succession. The Finance Manager is responsible to provide training, guidance, and orientation to KEB staff on their budgets, financial statements, and general ledgers within their departments. In addition, the Finance Manager is responsible for the ongoing administration of the KEB's health and pension benefits program, and provides support to all KEB employees regarding health and pension benefits.

### **Education Programs & Services**

The Finance Manager provides assistance to the E-naag-denj-get and the Anishinabek Education Services Manager to ensure that education programs and services are financially supported. This includes providing financial training and guidance to the Regional Education Council Coordinators, to ensure that each region's annual budget is effectively managed and reported. The Finance Manager also provides fiscal advice and support to the Regional Education Councils, as needed.

### **Board & Committee Support**

As required by the E-naag-denj-get, the Finance Manager will oversee the provision of finance support and products to the Board of Directors. The Finance Manager may be required to attend and participate in meetings with the Board of Directors, KEB committees and working groups, as identified by the E-naag-denj-get.

### **Communications**

Responsible for ensuring the communication of financial matters, the Finance Manager prepares various financial communications to the PFNs, the Board of Directors, KEB staff and other

stakeholders, as needed. Working collaboratively with the communications staff, the Finance Manager will prepare financial messaging and information for KEB publications, as needed.

### **Risk Management**

The Finance Manager:

- identifies and evaluates the risks to the AES' property and finances and develops strategies to minimize the risks for the E-naag-denj-get to review
- ensures there is redundancy built into the KEB financial management system to preserve and protect the financial records and information
- identifies fiscal issues to address in the negotiation and ongoing monitoring of the implementation of the Agreements

### **Other**

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications, establishing personal networks, and participating in professional organizations/societies. As required, the Finance Manager will perform other duties that support the E-naag-denj-get, and the overall financial position of the KEB.

### **THE REQUIREMENTS**

This position requires an individual with the following knowledge, skills and personal characteristics.

#### **Essential Qualifications**

- Understanding of First Nations financial management
- Sound knowledge of modern bookkeeping and accounting principles
- Willing to become a member of the Aboriginal Finance Officers Association (AFOA)
- Strong written and verbal skills
- Effective organizational abilities and superior attention to detail
- Ability to multi-task, prioritize workloads and work in a fast-paced environment
- Willingness to acquire ongoing training, as needed
- Satisfactory criminal records check and vulnerable sector screening
- Strong interpersonal skills, dependability, and reliability
- Computer literacy (including Microsoft Office Suite, Sage Accounting)
- Must be willing to work in a team environment and travel on occasion

#### **Preferred Qualifications**

- Research skills
- Public speaking and facilitation skills
- Critical thinking and problem-solving skills

#### **Experience and Education**

- A designation in accounting (CPA or a degree/diploma in Accounting and/or Finance) with at least 5 years' experience working with a non-profit Indigenous organization or education organization in a finance position
- Demonstrated supervisory and leadership experience
- Experience working within federal and provincial government contracts/agreements
- Experience networking with Government of Canada and Government of Ontario officials.

**HOURS OF WORK**

The hours of employment are Monday-Friday, between 8:30 am and 4:30 pm. With notice, some overtime may be required on weekends or during the evenings.

**LOCATION**

This position is located at the KEB head office on Nipissing First Nation,

**CLOSING DATE**

Applications for this position will be accepted until 4:30 p.m. on Friday, January 6, 2023.

**APPLICATIONS**

Please submit your resume, covering letter, and three references to:

Kyesha Fong  
Human Resources Officer  
Kinoomaadziwin Education Body  
Suite 100-132 Osprey Miikan  
North Bay, ON P1B 8G5  
[kyesha.fong@a-e-s.ca](mailto:kyesha.fong@a-e-s.ca)  
705-845-3634 ext. 202

*\* Preference will be given to members of the Participating First Nations or those of Indigenous ancestry. Only applicants selected for an interview will be contacted.*