



**Kinooaadziwin Education Body**  
**FINANCE MANAGER**  
**Employment Opportunity – Permanent, Full-Time**

**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 Kinooaadziwin Education Body (KEB). The position reports to the Director of Education 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 full responsibility for ensuring sound financial management and proper accounting.

**DUTIES AND RESPONSIBILITIES**

Responsible for the overall financial management of the KEB, the Finance Manager will initiate and maintain effective financial practices for the KEB, including:

- 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, benefits and pension
- Overseeing the process for approval and release of payment files
- Overseeing accounts receivable and accounts payable, in accordance with the KEB finance policies
- Oversees the implementation, compliance, and reporting of funding agreements with Canada, Ontario, Participating First Nations (PFNs), organizations and other contracts.
- 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 Director of Education
- Participates in the annual planning processes for the KEB and advises on financial support for proposed activities and work plans.
- Advising the KEB on financial matters and leading the review of financial policies and processes are essential duties within this position.
- Identifies opportunities for new and additional funding and develops advocacy strategies that improve education funding for the AES and the KEB.
- Oversees the asset management of major office equipment and furniture.
- Maintains KEB credit cards, petty cash, and other assets to ensure longevity and proper use by employees and others.
- Supports in the management and planning of operations, communications, and IT budgets.
- Ensures the daily supervision of finance staff, including 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.

## **Other**

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional organizations/societies. As requested, the Finance Manager will perform other duties that support the Director of Education, and the overall financial position of the KEB.

## **QUALIFICATIONS, EXPERIENCE & 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.
- 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

## **HOURS OF WORK & LOCATION**

This position is located at the KEB head office on Nipissing First Nation. Some travel is required, including visits to Participating First Nation communities and attendance at KEB meetings/events. 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.

## **SALARY & BENEFITS**

The salary range for this position is \$80,385 - \$100,481 based on your qualifications, experience, and competencies. We offer a competitive benefits package (health, dental, vision), a pension plan (Ontario Teachers' Pension Plan or Group Pension Plan), and a supportive work environment dedicated to your professional growth.

## **CLOSING DATE**

We are accepting applications until 4:30 p.m. on Monday, February 21, 2025. Interviews are scheduled for the week of February 24 - February 28<sup>th</sup>, 2025. Please note that only those selected for an interview will be contacted.

## **HOW TO APPLY**

Please contact the Human Resources Manager if you would like a copy of the Finance Manager's Job Description. We encourage applications from members of the Participating First Nations or

individuals of Indigenous ancestry. The successful candidate will be required to hold a valid driver's license, submit a satisfactory criminal records check, and comply with KEB's policies. Please submit your resume, cover letter, and three work-related references to:

**Colleen Sheriff**  
Human Resources Manager  
Kinoomaadziwin Education Body  
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