



Kina Gbezhgomi Child and Family Services (KGCFS) Employment Opportunity

KGCFS is a designated Children's Aid Society delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, belief and

MANAGER OF ADMINISTRATION (MOA) FULL TIME- PERMANENT POSITION

Reporting to the Executive Director, the Manager of Administration as a member of senior management is responsible for overseeing the Finance, Human Resources, and Information Technology departments. Within these departments and on behalf of the agency, the Manager of Administration will provide leadership in the areas of Planning and Policy Development, Human Resources; Information and Technology; Financial Management; Administration; Reporting; and, Liaison with other internal and external stakeholders.

QUALIFICATIONS:

- University degree in a field related to Administration, Accounting, Finance or Economics, a Master's degree is preferred.
- An accounting designation Chartered Accountant, Certified General Accountant, Certified Management Accountant (CA/CGA/CMA) is a definite asset.
- Must have at least five (5) years of successful administrative or finance experience at a senior management level preferably within a First Nations environment.
- Certified Human Resource Executive (CHRE) is an asset.
- Experience in financial management, planning, budgeting, and controlling.
- Must possess policy and procedure development, implementation, and monitoring skills.
- Knowledge of relevant employment legislation as it pertains to Employment Insurance, Income Tax Act, Workers Compensation Act, Employment Standards Act (2000), Occupational Health and Safety Act, and Ontario Human Rights Code.
- Understanding and awareness Aboriginal Child Welfare sector is preferred.
- Experience in an Aboriginal social service agency is an asset.
- Ability to speak Anishnaabemowin is a definite asset.

Deadline: Tuesday, April 18, 2017, 4:00 pm

To review the full job descriptions and qualifications, please visit our website at www.kgcsf.org/employment. Positions offer competitive wages and excellent benefits.

Please submit a cover letter, resume and three reference letters (two employment related from recent employers) can be sent to:

Kina Gbezhgomi Child and Family Services (**Confidential**)
Attention Human Resources: APPLICATION (NAME POSITION)
98 Pottawatomi Avenue, Wikwemikong, Ontario P0P 2J0

By Fax: 705-859-3629

By Email: hr@kgcsf.org

In consideration of our highly specialized approach to the delivery of child welfare in our area, preference will be given to Indigenous/Anishinabek candidates (please self-identify). Further, the ability to communicate in Anishinabemowin is considered a strong asset. All applications are appreciated; however, only those candidates selected for an interview will be contacted. Successful applicants will be required to submit the following: Police Vulnerable Sector Check, Driver's Abstract and Valid G Driver's License.