

The Algonquins of Ontario (AOO) are seeking a Finance Manager to provide strategic, tactical and planning direction as part of the Senior Management Team for financial matters of its multiple entities.

Position Title:	Finance Manager
Reports to:	Executive Director
Location:	Pembroke, Ontario, Canada
Salary:	\$73,390 – \$90,423 per annum
Benefits:	Competitive benefits package including Group Medical Plan and generous vacation and working hours.
Position Type:	Full-Time

Opportunity Summary

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

Working with the Algonquins of Ontario (AOO) provides an exceptional and rewarding opportunity for any person who seeks a complex, dynamic environment while contributing to the process of rebuilding and revitalization of the Algonquin Nation.

The Finance Manager will provide strategic, tactical and planning direction as part of the Senior Management Team for financial matters of its multiple entities; including budgeting, financial reporting, audits, fund accounting, analysis and developing and implementing financial controls, accounting systems, policies, and procedures.

This position also offers the unique and groundbreaking opportunity to be part of a team that is supporting the AOO in the historic negotiations of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

Position Responsibilities

The following summarizes the responsibilities of the position:

- Leading a team to research, recommend, and coordinate the installation of an internal accounting system for the AOO.
- Providing strategic input to various internal and external parties, including but not limited to staff, ANRs and third-party service providers.

- Ensure compliance with provincial and federal reporting requirements and any other funding sources.
- Perform and/or manage the processing of accounting information and generated reports.
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports as required by the Executive Director and/or Algonquin Negotiation Representatives (ANRs).
- Develop policies and procedures relating to accounting systems and internal controls.
- Ensure financial reporting is maintained in accordance with generally accepted accounting principles (GAAP).
- Assess organizational performance against both the annual budget and AOO's long-term strategy.
- Assist in establishing yearly objectives and meeting agendas.
- Oversee short and long-term budgetary planning and to ensure alignment with AOO objectives and strategic planning.
- Administer and maintain the financial accounts of the AOO.
- Assist in preparation of annual budgets and prepare consolidated budget for ANRs approval.
- Present budgets to funding agencies as required
- Prepare financial reports as required during the year including year end draft financial statements for presentation to auditors.
- Coordinating and supporting the completion of appropriate tax reports for multiple entities.
- Monitor compliance with all agreements and funding arrangements entered into by AOO.
- Provide guidance and oversee financial elements of present and future business ventures.
- Prepare or assist in preparation of funding applications.

Your Qualifications

- Bachelor's degree or equivalent and CPA accreditation or similar professional accounting designation.
- 10-15 years experience in a similar position

Your Skills

- Effective financial functioning of multiple entities, such as: developing and monitoring budgets, developing and implementing cost controls, taking corrective action and implementing procedures and processes to ensure balanced budgets, overseeing financial audits, following up on audit recommendations, ensuring financial reports are completed, overseeing payroll and benefits activity, and overall effective use of fiscal resources.
- Strong Communication Skills: This position requires giving professional advice or direction to other employees of the organization. There is an element of influence and some negotiation in this level, but it is not a regular activity. Moderate level of performing presentations.
- Problem Solving Skills: Uses considerable judgment and analysis to arrive at recommendations or conclusions. Problem solving based on experience and guided analysis from Senior Leadership.
- Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the Algonquin Negotiation Representatives (ANRs) and other parties.

- Superior ability to represent the best interests of the AOO in a positive and professional manner in all internal and external dealings.
- Superior ability to deal effectively with organizational complexity and diversity in a multi-programmed and multi-project environment.
- Strong ability to respond quickly and appropriately in a dynamic, fast-paced, and changing environment.
- Ability to demonstrate principled and ethical leadership while building effective working relationships through support and collaboration.
- Well-developed project management skills, including: the effective implementation and management of multi-programmed, administrative and financial activity.
- Strong administrative abilities; including developing and implementing systems, processes, and quality standards for the effective operation of a complex office environment.
- Must be self-motivated, self-organized, and self-improving with superior work standards.
- Advanced skills with the Microsoft Office suite.
- Must provide a clear criminal record check.
- Must hold a valid G Class Driver's License and ability to travel.

More about the AOO

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi¹ and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiate a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the *Constitution Act, 1982*.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

The Teachings of the Seven Grandfathers

- ***Kwayakoziwin: Honesty:*** Honesty in facing a situation is to be brave.
- ***Tabasenindizowin: Humility:*** Humility is to know yourself as a sacred part of Creation.
- ***Manàdjìyàn: Respect:*** To honour all Creation is to have respect.

¹ The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as "Kichisipi", "Kichissippi", "Kitchissippi" and "Kichissippi"

- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.
- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.
- **Sàgihidiwin: Love:** To know Love is to know peace.
- **Tebwewin: Truth:** Truth is to know all of these things.

Qualified candidates are invited to submit their resume and a letter of introduction by close of business on September 17th, 2020 to recruitment@tanakiwin.com.

When applying please ensure to list the position(s) you are applying for in the title of the email.

Please note that the AOO have obtained the services of an external organization to support this recruitment process and no applications will be accepted by the AOO Consultation Office. Only applicants who apply to the above email address will be considered for the position.

For members of our Algonquin communities we ask that you please identify which community you are connected to in your cover letter.

The AOO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.