



PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:
FINANCE
48 Jaban Street, P.O Box 209
MOOSE FACTORY, Ontario P0L 1W0
1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:
50 Bay Road, P.O Box 189
MOOSONEE, Ontario P0L 1Y0
1(705)336-2229 Fax # 1(705)336-2492
1-866-615-1681

EMPLOYMENT OPPORTUNITY

POSITION: Business Manager
CLASSIFICATION: Permanent Full-Time
LOCATION: Moose Factory ON

POSITION RESPONSIBILITIES:

Under limited supervision, provides all aspects of information systems, technology, strategic planning, direction, system security and database integrity for a full service, integrated information service function. Under general supervision, provides leadership in the management, control and reporting of agency finances, cash management, accounts payables/receivables and purchasing. Overall, the Business Manager provides leadership in property and building management. This position directly supervises the IT Supervisor, Property Administration Supervisor and the Finance Supervisor and also provides leadership in all three areas.

QUALIFICATIONS:

- College Diploma in Business Administration
- Excellent analytical and problem-solving skills as they relate to financial procedures
- Excellent interpersonal skills
- Knowledge of financial procedures, accounting, budgeting and cost control procedures as they relate to provincial funding guidelines
- Demonstrated ability to work independently and within a team concept through an interdisciplinary model
- Excellent knowledge of the Agency's programs and services
- Knowledge and ability to work proficiently with agency software packages, email and the internet
- Must possess a valid Class "G" driver's license

SALARY RANGE: As per Management Agreement

CLOSING DATE: April 30, 2021 @ 4:30 p.m.

SUBMIT RESUME AND THREE (3) WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, QUOTING COMPETITION #34-21, TO:

Director of Human Resources
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189 Moosonee, ON P0L 1Y0
Fax: (705)999-4940 Email: hr@payukotayno.ca

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

We are an equal opportunity Employer. If you require a disability-related accommodation in order to participate in the recruitment process, please contact the Human Resources Department.

Please note that preference may be given to qualified Cree speaking applicants in our hiring process.

Clinical Unit
P.O Box 189
Moosonee, ON.

Niska Way Office
P.O Box 209
Moose Factory,
ON.

Fort Albany Office
P.O Box 123
Fort Albany, ON.

Kashechewan Office
P.O Box 241
Kashechewan, ON.

Attawapiskat Office
Gen. Del.
Attawapiskat, ON.

Peawanuck Office
P.O Box 64
Peawanuck, ON.

P0L 1Y0
Ph: #705-336-0058
Fx: #705-336-0062

P0L 1W0
Ph: #705-658-2701
Fx: #705-658-2702

P0L 1H0
Ph: #705-278-4856
Fx: #705-278-4854

P0L 1S0
Ph: #705-275-4535
Fx: #705-275-1155

P0L 1A0
Ph: #705-997-2271
Fx: #705-997-2299

P0L 2H0
Ph: #705-473-2663
Fx: #705-473-2664