



# PAYUKOTAYNO

## James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Director of Finance
<b>DEPARTMENT</b>	Finance
<b>REPORTS TO</b>	Associate Executive Director
<b>CLASSIFICATION</b>	Permanent, Full-Time
<b>LOCATION</b>	Moose Factory/Moosonee
<b>POSTING DATE</b>	April 26, 2024
<b>CLOSING DATE</b>	May 10, 2024 at 4:30 p.m.
<b>COMPETITION NUMBER</b>	86 -24

### **JOB PURPOSE**

Reporting the Executive Director/Associate Executive Director, the Director of Finance will play a critical role in the development and ongoing implementation of corporate and financial resources for Payukotayno: James and Hudson Bay Child & Family Services. The Director of Finance is responsible for systems development, system support and all fiduciary responsibilities for the organization, in conjunction with the Executive Director, Board of Directors and any related sub-committees of the Board.

### **QUALIFICATIONS**

- CA, CPA or CMA designation OR a University Degree with a major in accounting or;
- Minimum of 7 years applied practice in a senior management role with progressive experience in the Financial or Accounting Management field. A combination of education, experience and knowledge will also be considered or;
- Bachelor's degree in Commerce or Business Administration or;
- Work with non-profit organizations such as Indigenous child wellbeing, child welfare or human services, with preference given to work with Indigenous organizations.
- Knowledge of Payukotayno programs and services
- Respect for, sensitivity towards as well as knowledge and understanding Cree culture, traditions, and the Seven Grandfather Teachings
- Knowledge of the Child and Family Services Act, Eligibility Spectrum, Ontario Safety Assessment, Family Risk Assessment and Strengths and Needs Assessment or willingness to learn.
- Knowledge of First Nation service delivery, customs, and traditions in responding to child welfare
- Excellent interpersonal skills
- Strong attention to detail
- Excellent knowledge of accounting and finance principles
- Excellent written and oral communication skills
- Ability to work under pressure.
- Strong organizational, administrative skills and analytical skills
- Proficiency in completing legal documentation.
- Excellent computer skills
- Proven ability to work with First Nation communities and people.
- Ability to work with and meet tight timelines.
- Ability to take initiative and work independently.
- Ability to work within a team environment.
- Ability to meet deadlines and work flexible hours.
- Ability to work with confidential and sensitive information.
- Ability to understand and speak Cree is a definite asset.
- Must provide a clear Police Records Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel.

Full job description is available by emailing [HR@payukotayno.ca](mailto:HR@payukotayno.ca)

**SALARY:** As per Management Salary Grid

**SUBMIT COVER LETTER, RESUME & THREE (3) SUPERVISORY WORK REFERENCES (and email addresses) WITH PERMISSION TO CONTACT, TO:**

Director of Human Resources  
Payukotayno: James and Hudson Bay Family Services  
P.O. Box 189, Moosonee, ON P0L 1Y0  
Fax: 844-444-0627 Email: [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

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

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

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