



## NISHNAWBE ASKI DEVELOPMENT FUND

### External Job Posting

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#### **Manager, Financial Support Services Thunder Bay**

**Nishnawbe Aski Development Fund (NADF)** has an exciting opportunity in our Thunder Bay office for a **Manager, Financial Support Services**. The Manager, Financial Support Services will examine and analyze the accounting and financial records of clients and their respective businesses to ensure accuracy and compliance with established accounting standards and procedures. The Manager, Financial Support Services will plan, organize and administer accounting systems for all NADF clients.

The intent is to build business capacity with Aboriginal businesses and organizations, primarily focusing on proper bookkeeping and internal controls/ policy development.

#### **DUTIES AND RESPONSIBILITIES**

1. Directly supervise the Bookkeeper and contracted consultants:
  - a. Provides support and guidance as necessary including bi-weekly, joint and team meetings.
  - b. Conduct performance evaluations before completion of probationary period and annually.
  - c. Monitors performance and progress between evaluations.
2. Plan, organize, direct, control and evaluate the operation of the Community Economic Grants; which includes: a) the Local and Regional Community Initiative Grants; and b) the Business Capacity.
  - a) Develop and implement financial record keeping systems appropriate with client's needs.
  - b) Take an interactive approach with clients, must be hands on and plans to make onsite visits with clients.

#### **QUALIFICATIONS**

1. Completion of an Accounting and/or Business degree with a CPA designation with at least 3-5 years post-degree experience.
2. Strong financial forecasting, business assessment and analysis skills and knowledge of Accounting practices and principles.
3. Proven skills in personnel supervision and service delivery management, have a minimum of 3-5 years' experience supervising staff.
4. Knowledge of and commitment to the services provided by NADF.
5. Knowledge of the people, culture, and history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
6. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$70,566 - \$89,324 commensurate with qualifications and experience. To review a complete job description, please visit our website at **[www.nadf.org](http://www.nadf.org)**.

Qualified applicants may forward their cover letter and resume with 3 references by **February 12, 2015, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund  
Attn: Millie Carpenter, HR Manager, [mcarpenter@nadf.org](mailto:mcarpenter@nadf.org)  
107-100 Anemki Drive  
Fort William First Nation, ON P7J 1J4  
Fax: (807) 622-8271

While all responses will be appreciated and handled in strictest confidence, only those applicants being considered for an interview will be contacted. Members of Nishnawbe Aski Nation are encouraged to apply.