

# DIRECTOR OF FINANCE & OPERATIONS



Our client, Cree Nation Child & Family Caring Agency, is seeking a **Director of Finance & Operations**. As a member of the Management team and reporting to the Executive Director, the Director of Finance and Operations will be responsible to lead, manage and direct the Finance and Operations Unit in the development, implementation and continuous improvement of services required to support agency functioning. The Director of Finance and Operations will ensure the agency has systems in place to plan, monitor, control and evaluate agency operations.

The **Director of Finance & Operations** will work with the management team to ensure that all financial management aspects of agency services meet the requirements of provincial legislation and standards, as well as the agency's policies and procedures. May be assigned to represent the agency on internal or external committees, groups, councils etc. as assigned by the Executive Director.

## Key Activities:

- Leadership & Planning
- Agency Financial Controls, Financial Reporting, Planning & Budgeting, Cash flow Control, External Audit
- Risk Management
- Agency Funding Agreements
- Human Resources
- Workplace Safety & Health

## Knowledge:

- The ability to work as part of a team and to provide financial direction across the Agency
- Excellent analytical skills with the ability to provide effective financial solutions
- Ability to develop and recommend financial policy
- Proven management and leadership skills to direct, plan, organize and evaluate people and processes
- High level communication skills to maintain effective communication channels with Agency staff, government officials, community agencies and the Board of Directors

## Experience & Qualifications

### Experience

- A minimum of 5 years senior financial management and accounting experience
- Demonstrated experience in developing and implementing financial management processes
- Minimum 3 years' experience in budgeting and forecasting
- Extensive experience in Financial Reporting
- Ability to converse in Cree an asset
- Excellent verbal and written communication skills
- Experience with Government funding and grants
- Strong Analytical skills

### Qualifications

- Bachelors Degree and CPA Designation

If you would like more information about this position for **Cree Nation Child & Family Caring Agency**, please contact **Teri Berry, Senior Consultant** at (204) 934-8822.

If you believe you can make a strong contribution to this organization as a **Director of Finance & Operations**, please submit your resume in confidence to [Teri@legacybowes.com](mailto:Teri@legacybowes.com) quoting #203235.