



## Director, Finance and Administration – Job Profile

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AFOA Canada (formerly known as the Aboriginal Financial Officers Association of Canada (AFOA Canada)) is the national centre for excellence and innovation in Aboriginal finance and management. Established in 1999, the Association is the only organization in Canada that focuses on the capacity development and day to day needs of Aboriginal professionals working in all areas of finance and management – today's leaders and those of the future.

AFOA Canada is looking for an energetic candidate to develop and direct the implementation of strategies, policies, plans and programs assuring the overall integrity of the finances and administration as well as ensuring the most effective utilization of human resources and information technology within AFOA Canada. This position also manages the budget and accounting functions, cash flow and internal controls. Additionally, the position manages the human resource and information technology areas. Externally, the position works with funders, auditors, AFOA Chapters and regulators. The Director, Finance & Administration reviews organization wide processes and recommends improvements for efficiency, risk management and financial control.

The Director, Finance & Administration is a consensus leader with a proven track record of success in working with both internal and external parties. The incumbent must possess demonstrated ability to achieve positive measurable results in a team-oriented environment. The incumbent must also have a background and thorough knowledge and understanding of the First Nations issues at a national level.

### THE CANDIDATE:

Reporting to the President and Chief Executive Office, the Director, Finance and Administration will be a dynamic leader and key member of the senior management team with a proven track record of success working with a variety of stakeholders.

- Certified Aboriginal Financial Manager (CAFM) designation as well as a Bachelor of Commerce degree or a chartered professional accounting designation or, equivalent education and training. Previous experience with 5 years minimum in a similar management role is also required.
- Understanding of reporting systems with experience developing reporting/evaluation tools and concepts;
- Strong leadership abilities with experience effectively managing a team of employees and contractors;
- Strong verbal as well as written communication skills complimented by excellent interpersonal skills;
- An ability to develop and maintain strategic relationships as well as established networks within professional associations, the Aboriginal community, as well as private and public sectors;
- Excellent project management skills with a track record for completing projects on-time and on-budget;
- Ability to travel as required and willingness to relocate to the Ottawa, ON area; and
- Additional preference may be provided to those who are fluent in French and/or of Aboriginal ancestry.

This is a full-time permanent position at the AFOA Canada office in Ottawa, Ontario.

An attractive compensation and benefits package is offered for this position.

If you are qualified and attracted to assisting the AFOA Canada achieve our goals, please provide your resume and cover letter in strict confidence by **May 31, 2017** preferably by email to [HR@afoa.ca](mailto:HR@afoa.ca) or by fax 613-722-5543.