



**First Nations
Technical
Institute**

EMPLOYMENT OPPORTUNITY

Internal/External Posting

CHIEF FINANCIAL OFFICER

ABOUT FNTI (FIRST NATIONS TECHNICAL INSTITUTE)

Since establishment in 1985, over 2000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An indigenous post-secondary institution, FNTI offers programs targeted at indigenous learners across a wide range of post-secondary disciplines including aviation, social work, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

JOB SUMMARY

The Chief Financial Officer will report directly to the President and is responsible for preparing financial statements, maintaining cash controls, and financial analysis. The CFO will be a part of the administrative team when required, providing information and reports to assist in sound decision making. The CFO will work towards the strategic priorities of the institute while adhering to the values, mission and vision.

DUTIES

Under the direction of the President, the key responsibilities of the CFO will include, but are not limited to the following:

- Maintain a documented system of accounting policies and procedures;
- Provide reporting to the President and Board of Directors on a quarterly basis;
- Provide reporting to Managers, Board of Directors and President on a monthly and as needed basis;
- Oversee the overall operations and effective performance of the finance department and staff;
- Manage the daily operations of the department including overseeing all financial activities;
- Provide supervision and mentoring/coaching to staff within finance;
- Ensure yearly budget preparation and ensure compliance with all other internal and external reporting requirements;
- Provide guidance and support to managers where needed in relation to budgets;
- Provide guidance and support to managers in relation to verifying proposal figures and reports before submission;
- Provide resources to administration where required in the areas of financial reporting;
- Provide resources to administration where required in financial management and financial planning;
- Provide financial statements and work with auditors on annual audit, ensuring that all information is provided in a timely, efficient and organized state

QUALIFICATIONS

- Bachelor's degree in accounting, finance or other relevant degree;
- A minimum of five years' experience in a similar role within a mid-size not-for-profit, educational or Indigenous organization;
- Professional designation (CPA or other relevant designation) considered an asset; Or a combination of education, training and experience which FNTI deems to be equivalent;
- Demonstrated knowledge/experience in generally accepted accounting principles;
- Excellent analytical, problem-solving, project planning and implementation skills;
- Successful experience dealing with financial reporting, budgets, internal controls, business planning and asset management;
- Well organized with strong written and oral communication skills;
- Attention to detail, accuracy of work, and ability to meet tight deadlines;
- Must be an intermediate/advanced user of Microsoft Excel, Word and PowerPoint;
- Must have experience with ACCPAC;
- High level of integrity, confidentiality and accountability;
- A strong record of achievement in working collaboratively with internal and external stakeholders including government departments;
- Demonstrate effective interpersonal communication skills;
- Ability to motivate, develop and nurture team members;
- Ability to maintain accuracy in working with data and complex information;
- Ability to multitask and determine priorities;
- Additional duties as required;
- Must be able to provide a clear criminal record check;
- Must possess a valid class 'G' drivers license

Please forward your resume, including two references by February 27, 2017, at midnight, to:

Erin Ferrante, Operations Officer - HR & Admin

Email: erinf@fnti.net

613-396-2122 ext. 128

FNTI ,

3 Old York Road

Tyendinaga Mohawk Territory, ON

KOK 1X0

Thank you for your interest in this position.

Those selected for an interview will be contacted by February 28, 2017.

For planning purposes, interviews will be held on March 3, 2017.

(dates are subject to change)