

ASSISTANT DIRECTOR OF FINANCE

AUTHORITY

Under the direction of the Director of Finance, the Assistant Director of Finance will generally be responsible to the Director of Finance for the office of the central financial administration along with providing back up support for the responsibilities of the Director of Finance. The Assistant Director of Finance is expected to fulfill the responsibilities of his/her position in a manner which is supportive of the MFNERC Board and its employees.

SPECIFIC RESPONSIBILITIES

1. Assist the Director of Finance in the administration of the business affairs of the MFNERC;
2. Provides advice and makes recommendations to the Director of Finance on matters affecting finance services;
3. Provide leadership in financial and business affairs and communications;
4. Contributes to educational efficiency and progress and provides advice to the Director of Finance in regard to these matters;
5. Assumes first line responsibility for the management of the finance staff of the finance office as well as for the day to day financial operations of the MFNERC;
6. Works collaboratively with other finance personnel;
7. Supports the work of school-based administrators;
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9. Assists in the development of effective administrative procedures for, and monitors and evaluates the following financial operations of the MFNERC financial system including: general ledger; cash management; accounts receivable and accounts payable, payroll including employee's benefits and human relations; operating and capital budgets; financial reporting;
10. Assists in the development and maintenance of administrative procedures for, and monitors and evaluates the functioning of the financial aspects of the MFNERC decision making systems (financial flow charts);
11. Assists in the preparation of financial reports as required by funding agreements and the MFNERC Board of Directors;
12. Assists in the coordination of the preparation and administration of the annual operating budget for the MFNERC including the preparation of periodic reports for the information of the MFNERC Board of Directors and local administrators of the schools and MFNERC program departments;
13. Assists in the supervision and management of the financial affairs of the MFNERC and of all schools administered by MFNERC, including MFNERC banking operations;
14. Assists in the provision of accounting and budget advice, training and liaison for local administrators of the schools and other MFNERC departments as required;

15. Assists in maintaining of all financial accounting systems, which include but are not limited to hardware/software, information requirements and report formats;
16. Assists in the administration of the accounting and investment of MFNERC funds;
17. Assists in the provision of the audit of all MFNERC funds according to funding agreements, external audit requirements and/or the MFNERC Education Governance Agreement;
18. Assists in the preparation of reports including recommendations and appropriate policies and procedures affecting the financial operations of the MFNERC;
19. Assists in the provision of advice and recommendations on matters affecting MFNERC corporate services;
20. Assists in the development of effective administrative procedures for monitoring and evaluating the following corporate services including: property management including inventory control and adequacy of insurance coverage; records management including maintenance of the central filing system; freedom of information and protection of privacy legislation; minor capital building program budgets;
21. Assume the responsibility and authority of the role of Director of Finance in his/her absence.
22. Assists in the administration of the provisions of the Education Governance agreement and Education Service Agreement for the MFNERC School Division (to be established);
23. Assists the Director of Finance to ensure the compilation, maintenance and administration of the fixed asset inventory;
24. Assists in the coordination and management of the personnel function in the areas of benefits administration including the processing of short term disability claims and pension reporting;
25. Assists in proposing policies and implementing authorized policies and procedures that will result in effective financial planning, management and control of MFNERC corporate services;
26. Assume such responsibilities, consistent with the role of Assistant Director of Finance, as may be assigned to him/her from time to time by the Director of Finance;

QUALIFICATIONS

- Accounting Designation required;
- Seven (7) plus years of increasingly responsible financial management experience;
- Must have advanced knowledge of financial management practices;
- Experience managing financial staff;
- Computer literate and proficient expert knowledge of Excel and Sage 300 ERP required;
- Ability to collect, organize and manage data;
- Proven ability to collaborate and function as an effective team member;
- Reliable and punctual;
- Independent working skills;
- Excellent oral and written communication skills;

- Experience working with First Nations in the field of education is considered an asset;
- Respect the importance of First Nations knowledge, languages and cultures;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Fluency in a First Nations language is considered an asset;
- Must be willing to sign an oath of confidentiality agreement;
- Provide satisfactory clearance of criminal record and provincial child abuse registry checks;
- Valid driver's license and reliable transportation.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Friday, April 23, 2021** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.