



## MAMU TSHISHKUTAMASHUTAU–INNU EDUCATION

### CAREER OPPORTUNITY

PO BOX 539, SHESHATSHIU, NL A0P-1M0

[WWW.INNUEDUCATION.CA](http://WWW.INNUEDUCATION.CA)

[CAREERS@INNUEDUCATION.CA](mailto:CAREERS@INNUEDUCATION.CA)

## **ASSISTANT DIRECTOR OF EDUCATION (FINANCE & ADMINISTRATION)**

### **Job Description**

- JOB FUNCTION:** Responsible for planning, directing and controlling financial and administrative functions for the Board by following policies and procedures and Generally Accepted Accounting Principles (GAAP).
- REPORTING TO:** The Directors of Education and the Board of Trustees.
- SPECIFIC FUNCTIONS:**
- Provide financial and administration advice to the Director(s) and Trustees of Mamu Tshishkutamashutau.
  - Participate in strategic and financial resources planning.
  - Research, prepare and submit the annual budget.
  - Prepare detailed reports on financial and administrative matters.
  - Attend meetings and make presentation to the Board.
  - Provide controllership functions in order to ensure finances are managed according to legislation, policies and procedures, Indian and Northern Affairs Canada requirements and GAAP.
  - Manage accounting and financial systems and maintain full and accurate accounting records.
  - Conduct financial analysis and prepare detailed financial reports and statements.
  - Provide financial and accounting advice, direction and leadership.
  - Develop and implement purchasing practices and monitor the purchasing system.
  - Prepare tender documents and administer contracts.
  - Respond to auditors' comments concerning finances and operations and oversee required action deficiencies.
  - Implement and monitor payment authority practices.
  - Establish and maintain cash controls.
  - Monitor department spending and recommend corrective actions as necessary.
  - Reconcile general ledger accounts.
  - Manage the payroll system in order to ensure all staff are paid on a timely and accurate basis.
  - Ensure personnel records and files are maintained.
  - Establish and maintain internal controls to ensure compliance with financial and human resources legislation, policies and procedures.
  - Evaluate the performance of, and provide training and development opportunities for, Finance and Administration staff.
  - Manage the maintenance and upgrade of financial, payroll and human resources information systems.
  - Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to employees.

**COMPETITION #: MTIE-003**

**Deadline: November 25,2016**



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#### **MINIMUM QUALIFICATIONS:**

- Considerable experience in a finance / controller position.
- Bachelor's Degree in Business / Commerce with a concentration in Accounting.
- Attained or pursuing an accounting designation (CA, CMA, CGA/CPA) is a definite asset.
- Other levels of training and experience will be considered.

#### **SUPERVISION / EVALUATION:**

- The Assistant Director of Finance & Administration will take direction and advice from the Trustees and the Community Directors of Education.
- Evaluated by the Board of Trustees and the Directors of Education once in a calendar year.

#### **SALARY:**

To be negotiated.

#### **APPLICATIONS:**

Please send Cover letter, Resume (with two references from your most recent employer(s), Transcripts, and Criminal record (with Vulnerable sector) Check, to:

**Oliver Jacobs**

**Assistant Director of Education (Human Resources)**

**MT-IE**

**PH: 709-497-3664**

**Fax: 709-497-8117**

Email: [ojacobs@innueducation.ca](mailto:ojacobs@innueducation.ca)/[careers@innueducation.ca](mailto:careers@innueducation.ca)

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