



# NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES



## EMPLOYMENT OPPORTUNITY

**NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a permanent full-time:**

**BUDGET ANALYST**

**LOCATION: To be determined**

**SALARY RANGE: \$60,146 to \$73,880**

### OVERVIEW OF RESPONSIBILITIES

Reporting to the Director of Finance, the Budget Analyst will participate in the coordination, development and maintenance of the annual operating budget process, financial planning, departmental budgets, forecasting, costing and analysis.

### QUALIFICATIONS

#### Education & Experience:

- University Degree with an emphasis in Accounting
- Chartered Professional Accountant designation (CPA) preferred
- Minimum 3 years progressive experience in an accounting position
- Experience in not-for-profit organizations such as child wellbeing, child welfare or human services

#### Knowledge:

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Accounting procedures involving procurement, travel, and budget management
- Agency's mission, vision, strategic objectives, and non-service related policies and procedures
- Current trends and best practices within the accounting and budgeting fields
- The practice of social work including familiarity with the Child and Family Services Act
- The Teachings of the Seven Grandfathers
- The principles of diversity, inclusion and anti-oppressive practice
- Adult learning principles and learning styles

#### Special Skills and Abilities:

- Problem-solving and critical thinking skills to analyze information, identify key issues, solve problems and develop viable solutions
- Project management skills, including an ability to assess priorities, coordinate diverse projects and make optimal use of available resources to achieve outcomes
- Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments with concurrent timelines and respond to demands of a dynamic work environment
- Written and verbal communication skills, including an ability to develop a variety of information materials for diverse audiences and present information in a clear and concise manner
- Keyboarding and computer skills including proficiency in Microsoft Office programs
- Making evidence based recommendations to the senior management team
- Maintaining a strong sense of professional judgment, tact, ethics, sensitivity, integrity and confidentiality
- Working cooperatively and productively with others to achieve common goals; demonstrate respect, cooperation and collaboration
- Demonstrating strong negotiation and interpersonal skills with an ability to manage conflictual situations and build successful working relationships
- Functioning independently as well as lead and contribute effectively within a team environment
- Demonstrating commitment to excellent service delivery, teamwork, innovation and continuous improvement

#### Professional Competencies:

- Teamwork; Results Orientation; Resourceful; Problem Solving, Innovative, Cultural Sensitivity, Continuous Improvement; Commitment to Health and Safety; Accountability; Attention to Detail; Client/Customer Focus; Communication; Cooperation; Judgment; Organization; Professionalism; and Time Management

#### Other Requirements:

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

**Friday May 18, 2018 – 4:00 p.m.**

#### **Hiring Committee**

Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
FAX (705) 946-3717

[hr@nog.ca](mailto:hr@nog.ca)

Preference will be given to applicants of native ancestry.

**Incomplete or late applications will not be accepted**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**A full job description is located on our website at [www.nog.ca](http://www.nog.ca)**