



## **ANISHINAABE ABINOOJII FAMILY SERVICES**

### **EMPLOYMENT OPPORTUNITY: Internal/External Posting**

#### **Senior Accountant**

#### **Full-Time Permanent**

**Location – Remote and/Wauzhushk Onigum Nation, Ontario**

#### **POSITION SUMMARY:**

This position's main purpose is in the assistance of planning, controlling, reporting, reconciling, and measuring the information and assets of Anishinaabe Abinoojii Family Services. The Senior Accountant produces weekly & monthly reconciliations, create month end entries & provide various reports critical to business operations & allow Management to take knowledge-based decision making and forecasts.

#### **QUALIFICATIONS**

- Working towards Chartered Professional Accountant (CPA) designation or an equivalent post graduate degree and 3 years' experience gained through related work experience working as senior accountant. Bachelor of Commerce degree preferred. However, a combination of skills, education and experience may be considered
- Knowledge of Customary Care, member First Nation communities and social structures, Anishinaabe family systems, as well as local customs and traditions
- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements
- Excellent leadership, communication, interpersonal, problem solving, organizational, time management and prioritizing skills are essential
- Excellent computer skills and working knowledge of MS Office specially excel
- Experience working with auditors performed by external audit firms
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- General understanding of computerized accounting systems
- Ability to take direction and work within the agency philosophy, policies, procedures, and guidelines
- Ability to establish and maintain purposeful relationships with staff, management, and other community agencies and service providers
- Ability to follow through and complete overlapping projects
- Always committed to ensure highest level of confidentiality at all times; thorough understanding that all agency matters related to finance, service, clients, staff, and all other agency business must be kept confidential
- Ensures accurate and timely completion of all the finance team functions
- Must be aware of the cultural environment in which AAFS Family Services operates
- Ability to flex daily work hours
- Must possess a valid Ontario G Driver's License, be willing to travel and provide Driver's Abstract, and
- Ability to speak Ojibway is preferred and a definite asset.

**Working Conditions:** The work will be normally performed in a typical interior and office environment located in the offices of AAFS. The position will require the incumbent to sit for long periods of time at a desk, walk, stand, bend, stoop, crouch and stretch. Use of arms, hands or fingers in typing, handing, carrying objects and repetitive movements. The noise level environment is usually quiet to moderate. Travel to semi-remote Anishinaabe communities on rough and winding class "C" roadways and in various weather conditions.

**Working remotely:** This position offers the possibility of remote work, allowing the successful candidate to perform their duties from a location acceptable to AAFS. However, occasional travel to the AAFS administration office in Wauzhushk Onigum Nation and semi-remote Anishinaabe communities may be required.

**Salary Range:** \$60,001 - \$73,000

**Benefits:** AAFS offers Extended Health, Dental, Group Life, AD&D, & Disability benefits after one month of employment and participation in our Pension program.

We are committed to recruiting a diverse workforce that represents the First Nations communities that we serve. Preference will be given to Internal and/or Indigenous applicants. Please self-identify upon applying.

AAFS welcomes and encourages applications from peoples with disabilities.  
Accommodations are available upon request.

**Applicants resumes may be used to create a qualified candidates list for recruitment of other positions within our organization.**

**IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR  
RESUME WITH COVER LETTER QUOTING FILE # SAOUF TO:  
Manager of Human Resources c/o Main Street South, Kenora, Ontario P9N 1S7  
Fax: (807) 548-1345 or by E-mail: AAFS.HumanResources@aafs.ca**

**DEADLINE TO SUBMIT APPLICATION IS: Open Until Filled**