



Kahnawake Shakotiiia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Director of Financial Services

KSCS is seeking an experienced & innovative leader with sound analytical and program development skills to guide Financial Services to deliver a high standard of service for KSCS.

Under the supervision of the Executive Director, the Director of Financial Services leads the organization's financial management, ensuring alignment with the KSCS Strategic Plan. This position oversees the global operating budget for all programs, establishing and enforcing financial policies and standards. With extensive expertise, they adeptly navigate complex financial challenges.

This position involves formulating budget strategy and standards, as well as meticulously planning, implementing, and controlling financial activities to uphold the organization's mission, goals, and policies.

Required Education & Experience:

- Bachelor's Degree in Accounting, Finance, General Business or other related field with three (3) to five (5) years of experience in management and supervisory role in a related field.
- Minimum high school diploma with ten (10) years' experience in a management role in a business-related field.
- Proficient in management tools, business planning, strategic planning, accounting, and budgeting.
- Possess robust financial modeling and assessments skills

Status: Indefinite full-time position, with a 9-month probationary period

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, August 16th, 2024, at 4:00 pm

GENERAL INFORMATION

Code:	
Job Title:	Director of Financial Services
Department:	Management
Date of Job Description:	June 2024
Job Reports To:	Executive Director

JOB DESCRIPTION SUMMARY

Reporting directly to the Executive Director, the Director of Financial Services leads the organization's financial management, ensuring alignment with the KSCS Strategic Plan. This position oversees the global operating budget for all programs, establishing and enforcing financial policies and standards. With extensive expertise, they adeptly navigate complex financial challenges.

This position involves formulating budget strategy and standards, as well as meticulously planning, implementing, and controlling financial activities to uphold the organization's fiscal integrity. They are directly accountable to the Executive Director for operational management, steering activities in harmony with the organization's mission, goals, and policies.

The Director of Financial Services manages specific business areas, guiding day-to-day operations, reviews and approves recommendations, provides relevant information to the executive management team. Monitors departmental adherence to approved budgets. Designs and develops organizational policies relevant to the department. Selects, develops and evaluates personnel to ensure the efficient operation of the function. Manages, perhaps through subordinate supervisors, the coordination of the activities of a section or department with responsibility for results, including costs, methods and staffing. Has full autonomy to make decisions and give input to executives requiring extensive analysis and interpretation. Decisions may affect long-term effectiveness of the organization, its products and services and its people.

CORE RESPONSIBILITIES & DUTIES

Exercises visionary leadership throughout KSCS.

- Through exemplary leadership, inspires Managers and Supervisors and teams across KSCS to elevate standards and drive excellence in service delivery.
- Collaborates across departments with the Executive Director to refine strategic frameworks and operational plans based on community needs.
- Demonstrates unwavering commitment to KSCS values across every facet of organizational activity.
- Cultivates a culture of teamwork organization-wide, particularly within Financial Services.
- Integrates strategic values into the daily operations of all departments at KSCS.
- Communicates global operational concerns and needs effectively to the Executive Director and Management team, ensuring broad organizational involvement.
- Collaborates with stakeholders from all areas of the organization to develop shared visions for financial services.

	<ul style="list-style-type: none"> • Establishes inclusive processes to facilitate strategic and long-term service planning, involving representatives from various departments. • Engages in partnership initiatives with stakeholders to address global community needs and services, fostering broad organizational participation. • Drives organizational changes, including policy adjustments in Administration, Finance, and Operations, through inclusive collaboration with the Executive Director and across departments. • Participates in Personal and Professional development training and workshops as directed by the Executive Director, promoting professional growth throughout the organization. • Sets and upholds service delivery standards in collaboration with the Director individually or collectively with KSCS Management team, ensuring involvement from all relevant departments. • Shares responsibilities across various organizational activities, including committee involvement, workshop facilitation, training, and chairing duties, to foster a culture of shared leadership and involvement.
<p>Oversight and accountability measures with Managers, Supervisors, and staff for their designated service areas.</p>	<ul style="list-style-type: none"> • Acts as a liaison between Managers, Executive Director, and Directors of KSCS. • Offers professional and technical advice to the Executive Director regarding the management and operations of services under their purview. • Presents recommendations concerning internal and external influences or factors, as well as the necessary policy and procedural changes to address them. • Ensures Finance services are aligned with the global direction of KSCS and demonstrates tangible results in achieving the goals outlined in the KSCS Strategic Framework. • Establishes a tracking system to monitor and evaluate the success of finance service delivery standards and objectives. • Implements a tracking system to ensure timely submission of required reports for funding, as per funding arrangements and requirements set by Financial Services. • Monitors Managers, Supervisors, Financial Controller and Finance Administrator to ensure compliance with their obligations. • Provides individual supervision, coaching, and mentoring to Managers and Supervisors based on the outcomes of annual performance reviews, fostering continued competency development.
<p>Ensures optimal resource management while considering program and service priorities.</p>	<ul style="list-style-type: none"> • Collaborates with Managers and Supervisors to devise methods for collecting data on needs and ensures their implementation. • Identifies and establishes necessary partnerships to support the plans. • Establishes standard operating procedures for effective and efficient service delivery and operations. • Ensures adherence to service delivery standards. • Supports the evaluation of the effectiveness of existing programs through the review of reports, documentation, and data collection.

	<ul style="list-style-type: none"> • Prepares funding proposals as required by funding agencies or when new resource opportunities arise. • Identifies available resources for services (financial, human, and tangible) in consultation with relevant personnel and the Executive Director. • Ensures compliance with personnel policies and procedures by Managers and Supervisors, including recruitment processes, compensation, leaves, termination procedures, performance appraisals, and trainings. • Ensures funding proposals accurately reflect the fiscal and operational needs of the proposed programs and services. • Ensures adherence to financial control policies and procedures. • Holds delegated signing authority in alignment with the financial policies.
<p>Oversees, manages, and supervises all financial and accounting processes, analysis, and reporting.</p>	<ul style="list-style-type: none"> • Collaborates with the Executive Director to determine the allocation of the global operating budget. • Advises, reports to, and seeks ratification from the Executive Director and the Board of Directors. • Directs the global financial function of KSCS, overseeing the budgeting cycle including high-level budgetary priorities, establishing annual financial envelopes, distributing funds, and recommending the use of surplus/deficit funds. • Stays apprised of legislative requirements related to KSCS operations and ensures plans and priorities are in place to maintain compliance with legislative requirements. • Conducts research, formulates, and recommends short and long-term financial plans aimed at improving KSCS's financial position. • Ensures compliance with budgetary allocations and variances. • Oversees internal financial audits and reviews to ensure compliance with auditing requirements and reports results to relevant parties. • Establishes financial and accounting policies, directives, standards, processes, and controls, and provides advice. • Analyzes operational results through account reconciliations and cash flow projections completed by the Financial Controller. • Safeguards the financial integrity of community funds through proper systems, processes, and mechanisms. • Determines key financial performance indicators. • Leads and advises during negotiations for high-level funding agreements. • Collaborates with the Financial Controller as needed.
<p>Provides project management assistance.</p>	<ul style="list-style-type: none"> • Provides project management services for identified KSCS projects. • Develops project concept in collaboration with management. • Identifies project funding. • Develops project and budget. • Engages and liaises with necessary contractors and technicians. • Manages hiring of contractors specific to finance. • Oversees subcontracts and payment authorizations based on completion of work.

<p>Ensures accurate and consistent communication and networking both internal and external to the organizations.</p>	<ul style="list-style-type: none"> • Regularly communicates with the Executive Director, Directors, and Managers. • Engages in communication with community members, government officials, and media as directed serving as the financial spokesperson for KSCS. • Negotiates with government agencies for existing and additional resources in collaboration with the Executive Director. • Maintains cooperative working relationships with community and external agencies. • Ensures the organization's mission, vision, goals, and objectives are presented positively and effectively. • Participates in and represents KSCS on internal/external committees, working groups, and boards as determined by the Executive Director. • Coordinates with internal/external organizations on financial matters. • Nurtures and develops fiscal relationships. • Establishes and maintains transparency standards, ensuring alignment with community expectations.
<p>Additional Responsibilities</p>	<ul style="list-style-type: none"> • Performs any other job-related duties as may be requested by the Executive Director.
<p>COMMUNICATIONS</p>	
<p>Teamwork:</p>	<ul style="list-style-type: none"> • Frequently collaborates and cooperates to complete work or projects.
<p>Advising:</p>	<ul style="list-style-type: none"> • Continuously provides information that requires understanding and explanation.
<p>Training:</p>	<ul style="list-style-type: none"> • Occasionally provides training or information to stakeholders or clients.
<p>Leadership:</p>	<ul style="list-style-type: none"> • Continuously provides high quality leadership in relation to internal and external partnerships.
<p>Negotiations:</p>	<ul style="list-style-type: none"> • Frequently negotiates internal or external agreements.
<p>ENVIRONMENTAL FACTORS</p>	
<p>Environment:</p>	<ul style="list-style-type: none"> • Regular work week, moderate flex required.
<p>Stress Factor:</p>	<ul style="list-style-type: none"> • High stress in job.
<p>Deadlines:</p>	<ul style="list-style-type: none"> • Some tight deadlines (unplanned).
<p>ACCOUNTABILITY</p>	
<ul style="list-style-type: none"> • Ensures services align with the stipulations in the employment agreement, personnel policies, standard operating procedures, and directives. • Provides consistent and accurate counseling to the Management Team in a professional manner. • Directs and supervises Managers and Supervisors and staff efficiently, transparently, and fairly to promote accountability. • Maintain accurate and consistent communication internally within the services and externally. • Upholds transparency and accountability among all employees. • Effectively administers finances across all service areas. • Adheres to confidentiality protocols. 	
<p>QUALIFICATIONS</p>	

Education and Experience	<ul style="list-style-type: none"> • Bachelor's Degree in Accounting, Finance, General Business or other related field and three (3) to five (5) years' experience in Management and Supervisory role in a related field. • High school diploma with ten (10) years of experience in a management role in a business-related field.
Skills and Credentials	<ul style="list-style-type: none"> • Stay current with the latest developments in the financial and economic landscape. • Possess robust financial modeling and assessment skills. • Demonstrated ability to manage conflicts and resolve disputes effectively. • Sound problem-solving and analytical skills, with a focus on decisive decision-making and adaptability to challenges. • Proficient in crisis and risk management, capable of navigating difficult situations. • Exercise sound judgment and make tough decisions to maintain financial stability. • Skilled in producing articulate documents such as proposals, reports, briefs, and correspondences to convey messages effectively. • Thorough understanding of KSCS Policies, Programs, Administration, and Operational Procedures, as well as INAC and Health Canada regulations and procedures. • Comprehensive grasp of the challenges facing KSCS and its present and future needs. • Proficient in management tools, business planning, strategic planning, accounting, and budgeting. • Good understanding of government systems at various levels and funding sources. • Experience in program development and planning. • Proficient in computer programs and possess strong keyboarding skills (Word, Excel). • Excellent knowledge of Sage 300 Accounting Software. • Deep understanding of Kahnawà:ke, its culture, and the community's issues, concerns, and socio-economic problems. • Must demonstrate sensitivity and openness to traditional native concepts and be prepared to adapt services to reflect cultural differences. • Possession of a valid driver's license and access to a vehicle is mandatory due to travel requirements. • Capable of working overtime, evenings, and weekends. • Ability to handle high-stress situations.
Preferred Qualifications	<ul style="list-style-type: none"> • Knowledge of Kanien'keha and French. • Certified Public Accountant (CPA) designation.

Immediate Supervisor

Incumbent

Date