



ANISHINAABEG OF KABAPIKOTAWANGAG RESOURCE COUNCIL INC.

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Employment Opportunity

Director of Operations

Summary:

Anishinaabeg of Kabapikotawangag Resource Council (AKRC) is seeking a Director of Operations to work closely with Governing Board of Council (GBOC) and to be the administrative lead for the organization. Under the direction of the GBOC, the Director of Operations will be responsible for promoting and ensuring program development, planning, managing and oversight of all financial and administrative operational systems, processes and people. This includes acting as the financial and administrative signing officer, budgeting, planning, expenditure control and general administrative policies and procedures. The Director of Operations will also provide leadership, direction and supervision to all members of the management team. The Director of Operations is the senior, non-political executive officer of the AKRC and acts as a liaison with banking officials, lenders, vendors, funders, auditors, government agencies and officials.

Qualifications:

- A degree from a recognized educational institution in business administration, commerce, management accounting, finance management, or equivalent educational and experienced background.
- Minimum five years senior management experience
- Must be knowledgeable and experienced in Financial Management, Budgeting, and Human Resource Management.
- Ability to organize, motivate, delegate, supervise and co-ordinate staff.
- Ability to work with department managers and collaboratively formulate and administer programs within allocated resources (budgets).
- Extensive knowledge of federal and provincial funding agencies
- Knowledge and experience in working with First Nation people, and an understanding of the particular issues encountered by First Nation people.

Please apply in confidence with a resume and three professional references to: exec.assistant@akrc.on.ca

Deadline: Friday, April 12, 2019 at 12:00 p.m.

We thank those who apply. Only applicants selected for an interview will be contacted.