



## Timmins Native Friendship Centre EMPLOYMENT OPPORTUNITY Finance Manager

The Timmins Native Friendship Centre (TNFC) is an award winning Friendship Centre in Ontario and Canada. The TNFC provides services and programs to support the cultural heritage of Indigenous peoples and assist in their inclusion and participation in urban life. We strive to improve the quality of life for urban Indigenous peoples living in the Timmins area by providing intervention, direct services, advocacy and support in the areas of health, education, employment and training, culture, recreation and social services.

The TNFC is the largest service provider for urban Indigenous peoples in the Timmins region. We endeavour to provide a place of rediscovery and opportunities for learning to live in a good way. A rewarding and enriching career awaits you if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

If you are ready to work in our fast paced environment in the capacity of **Finance Manager** submit your resume today!

### **Responsibilities**

The Finance Manager shall be responsible for the maintenance of all finance files and records that relate to the Timmins Native Friendship Centre. While functioning as a member of the Management Team, the Finance Manager maintains responsibility for the financial administration of the day-to-day operations of the Centre.

### **Qualifications**

- Completion of post-secondary and/or industry courses relevant to Accounting or Finance - CPA or MBA is preferred;
- Minimum five (5) years' experience working in the financial/accounting sector;
- Computer competency and knowledge of office machinery;
- Ability to manage, guide and lead employees to ensure appropriate financial processes are being used;
- Good judgment, adaptability and willingness to learn;
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on the impacts of trauma, family violence, Indigenous youth engagement and community outreach;
- Willingness to work flexible hours;
- Ability to speak Cree and/or Ojibway an asset;
- Knowledge of the Friendship Centre movement, its aims and objectives;
- First Aid/CPR, Food Handler's Certificate, and WHMIS;
- Ability to provide a clear Criminal Reference Check and Vulnerable Persons Check; and,
- Must be licensed to drive a motor vehicle, insured to do so in the Province of Ontario and have access to a safe and reliable vehicle.

*The TNFC is committed to an inclusive, barrier-free selection process. If contacted regarding this competition, please advise the interview coordinator of accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.*

**\* Three (3) employment references will be required at the time of the interview \***

### **Contact Information**

If you are interested in qualifying in this role, please send your resume and cover letter to:

Timmins Native Friendship Centre  
179 Kirby Avenue, Timmins, ON P4N 1K1  
Website: [www.tnfc.ca](http://www.tnfc.ca)

Mickayla Bird, Executive Director  
Fax: (705) 268-6266  
Email: [hr@tnfc.ca](mailto:hr@tnfc.ca)

A Full Job Description is available with Reception at [reception@tnfc.ca](mailto:reception@tnfc.ca).

**Date Posted:** November 1, 2021

**Posting Deadline:** Noon on November 19, 2021