

PLEASE POST

EMPLOYMENT OPPORTUNITY

The Ontario Federation of Indian Friendship Centres is currently accepting applications for the position of ***Aboriginal Healing and Wellness Strategy (AHWS) Finance and Reconciliation Officer*** . Area of Search: Ontario.

RESPONSIBILITY:

The Aboriginal Healing and Wellness Strategy is a unique government/Aboriginal partnership mandated to foster healing, reduce violence and improve health in Ontario's Aboriginal communities. We are looking for a well-organized, team-oriented individual to assist the AHWS secretariat by providing financial reconciliation/auditing for transfer payment programs and grants; financial/budgeting administration and reporting; monitor budget estimates and approved annual budgets, analyze/report on variances; verify financial transactions, accounts payable, travel claims; and prepare financial, accounting and statistical reports. Location: AHWS Secretariat, 880 Bay Street, Toronto.

QUALIFICATIONS:

- Knowledge of principles and practices of professional accounting, financial/budgeting policies and practices, financial reporting systems and control mechanisms;
- Highly developed financial analysis to assess and interpret financial reports and data, administration and problem-solving skills.
- Proficiency with MS Office and financial management information systems and data base/spreadsheet programmes;
- Strong administrative skills to co-ordinate simultaneous projects, and the ability to carry out tasks with accuracy and attention to detail and to work under pressure to meet strict deadlines;
- Strong communication (oral and written) to write reports and draft presentations.
- Effective teamwork skills; and
- Familiarity and experience in working with Aboriginal communities and agencies. Familiarity with government financial policies and practice is an asset.

THE ABORIGINAL HEALING AND WELLNESS STRATEGY IS AN EQUAL OPPORTUNITY EMPLOYER

SALARY

\$42,284 - \$50,177 per year. Negotiable dependent upon qualifications.

SEND RESUME AND COVER LETTER TO:

Sylvia Maracle, Executive Director
Ontario Federation of Indian Friendship Centres
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DEADLINE: Monday, July 17, 2006

~Only those who are deemed qualified, will be contacted for an interview.
Please submit only ONE application (by e-mail or fax) ~