

**This is an exciting time to join Kuuwanimano Child and Family Services!**

## Employment Opportunity – Jordan’s Principle Funding Specialist (Non-Union Position) – Timmins

**Competition #:** 24-39R

**Department:** Prevention

**Location:** Timmins

**Job type:** Full-Time 35 hours per week

**Closing Date:** July 12, 2024 @ 4:30 PM

### What you will do in the role

- Responsible for reviewing and developing a high-level working knowledge of all Indigenous Services Canada current and ongoing documents related to submissions and financial monitoring.
- Works with the Leadership team through an assessment process to project and develop budgets specific to child welfare services and prevention services as per Jordan’s Principle and CHRT.
- Works within Leadership team to develop processes for budget development, templates for coordination, planning, implementation, monitoring, and reporting.
- Finalize all approved proposals and adhere to the required process inclusive of submissions.
- Works with the agency’s finance department to ensure alignment and compliance within the trajectory of all ISC submissions.
- Responsible for reviewing and developing a high-level working knowledge of all federal Jordan’s Principle Order’s current and ongoing documents related to submissions and financial monitoring.
- Liaise and coordinate within agency management structure to ensure all staff have a required working knowledge of Jordan’s Principle.
- Works with the management structure to review all submissions for child welfare and prevention files to ensure oversight and eligibility.
- Develop budgets to reflect monthly and quarterly service requirements based on required based on deliverables of service for children in care, not in care, at risk of coming into care and prevention.
- Assist and develop reporting templates for Jordan’s Principle as part of the financial team, to ensure compliancy and agency oversight.
- Maintain an effective, concise filing system that will ensure confidentiality as per agency policies.
- Prepare briefing notes for the Executive-Leadership team.
- Adhere to the agency’s human resources, finance and all policies and procedures within the position responsibilities.

### Just a few reasons to join Kuuwanimano Child and Family Services

- Opportunity to work with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Competitive vacation leaves

### What you bring to the table

- Honours Bachelor of Accounting, Business Administration or Commerce Degree
- Business Administration-Accounting Diploma combination with experience may be considered.
- Five (5) years' experience in financial reporting, budgeting, and forecasting.
- Experience working with Indigenous people, organizations, and communities.
- Experience writing proposals, policies, procedures, and reports.
- Experience conducting financial analysis and risk management.
- Knowledge of ANCFSAO programs and services.
- Respect for, sensitivity towards as well as knowledge and understanding of Indigenous cultures, traditions, specific to the Treaty Nine.
- Knowledge of computerized cost control and accounting systems.
- Proficient knowledge and understanding of Generally Accepted Accounting Principles.
- Knowledge of Indigenous Services Canada funding framework and reporting requirements.

Please refer to our website: [www.kuuwanimano.com](http://www.kuuwanimano.com) for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume along with the requirement of education credentials and certificates and submit by email to: [HR@kuuwanimano.com](mailto:HR@kuuwanimano.com) or by fax to 705-266-9122.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**

**Meegwetch to all applicants, however only those selected for an interview will be contacted.**