



We are hiring:

CHIEF FINANCIAL OFFICER

ROLE AND RESPONSIBILITIES

Reporting to and partnering with the Executive Director, the chief financial officer (CFO) will play a critical role in developing and implementing the financial strategy of Onion Lake Family Services. As a member of the senior leadership team, the CFO will be an advisor the Board of Directors and Senior Management.

- Provide supervision for the finance personnel and oversee the financial systems.
- Be responsible for overseeing all fiscal and fiduciary responsibilities for OLFS.
- Develop and implement financial strategies that align with the agency's goals.
- Ensure compliance with financial regulations and standards.
- Negotiate contracts and agreements to optimize financial outcomes.
- Conduct risk management assessments to identify potential risks and make recommendations to the Executive Director and Board.
- Coach, mentor and train staff, as the expert and role model on your team.
- Demonstrate leadership exemplified by respect and empowerment, to encourage employees to achieve success.
- Assist with Senior Managements financial plan and economic modeling.
- Ensure that teamwork approach is maintained.
- Assist with preparation of relevant reports (progress reports, budgets, forecasts, stats, board reports, etc.)
- Provide strategic recommendations to the Executive Director and Board of Director reflecting with funding agreements.
- Perform other related duties as defined and assigned by the designate or Executive Director as required.

Contact/application information:

To be considered for our recruitment round, please submit your resume with the following to lynda.curtis@olfs.ca :

1. Cover Letter
2. Current resume with dates specified
3. Three reference letters, (1 from a co-worker, 1 from a current supervisor, 1 from a past supervisor)
4. Criminal Check
5. Driver's Abstract

We thank all applicants, however only those selected for an interview will be contacted.

POSTED: May 12, 2025

DEADLINE: May 30, 2025

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Degree in Finance or Accounting (master's degree in finance or accounting preferred)
- 5 years of experience in a senior-level finance or accounting position
- Experience in strategic planning and execution.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Clear criminal record with vulnerable sector.
- Class 5 drivers license with acceptable abstract.

COMPETENCIES

- Knowledge of automated financial and accounting reporting systems.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Ability to participate in and facilitate group meetings.
- Work requires willingness to work a flexible schedule.
- Extensive, experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning, and asset management.
- Advanced proficiency with accounting software and spreadsheet programs and applications.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.
- Able to effectively communicate both verbally and in writing.
- Excellent organizational and time management skills
- Able to build and maintain relationships with other departments, and government agencies

HAZARD ASSOCIATED WITH JOB

- Physical and cognitive ergonomics
- Aggressive incoming calls
- Travel