



EMPLOYMENT OPPORTUNITY

Position Title: Director of Operations/Chief Administrative Officer
Location: Wabaseemoong Independent Nations, Band Administration Building
Status: Full-Time Position
Responsible to: Chief and Council

Position Summary

Under the direction of Chief and Council, the Director of Operations will coordinate the administration and day-to-day operations of Wabaseemoong Independent Nations, ensure financial accountability, and monitor/supervise the effectiveness and efficiency of band administration, band facilities and services, and works and operation functions.

Duties and Responsibilities

- Direct, supervise and evaluate band administration and works and operation staff.
- Approve minor travel as required under Band Staff Regulations
- Act as a co-signer of all band cheques in accordance with band financial policy and regulations.
- Approve purchase orders in accordance with program requirements and budget allocations.
- Sit on the capital management and economic development committee, and operation and finance committee.
- Inform Chief and Council of all matters affecting the administration of the band by regularly reporting to Chief and Council
- Maintain up-to-date understanding of pertinent government and non-government programs affecting band finance and operation.
- Ensure that monthly financial reports are prepared for the operation and finance committee and Chief and Council as set out in the band finance policy and regulations.
- Ensure the proper day to day functioning of the band.
- Monitor all Band/Government agreements and contracts to ensure that the intent of the agreements/contracts are being fulfilled and that all necessary reports are completed and transmitted to the proper government agencies.
- Review and approve employee attendance and hours of work performed.
- Monitor the band manual and recommend changes to Chief and Council.
- Develop and maintain the operations manual for all band facilities and services.
- Monitor the function and operation of all band programs.
- Develop and/or supervise implementation of approved maintenance management schedules for Band facilities and buildings.
- Attend workshops and training sessions as directed



- Recognize that duties may change from time to time subject to operational requirements
- Monitor operation and maintenance expenditures and recommend payment to the accounts payable clerk based upon performance of service of receipt of goods
- Ensure that approved Maintenance Management Schedules are developed and implemented for all Band Facilities.
- Maintains operations staff attendance records
- Review all Band/Government funding agreements and contracts and establish required financial and reporting mechanisms.

Qualifications:

- A bachelor's degree in business, operations management, or a related field, combined with at least 5 to 10 years of professional experience in management or operations.
- Strong leadership, communication, and analytical skills, proficiency in data analysis and performance metrics, and experience with business planning and budgeting.
- Experience in a senior management role, ideally within First Nation or a municipality, experience in a band management/administration would be preferred.
- Strong financial acuity and understanding of accounting principles with a minimum 5 years' experience, with proven administrative background, including budget management, tracking and reporting.
- Possess professional attributes, communication skills, use technical skills, and manage report, reviews.
- Experience as an intermediate/advanced user of the Internet and Microsoft Applications such as Outlook (Email), Word, Excel, etc.
- Understand the principles and practices of supervision, personnel administration and the Canada Labor Code.
- Excellent judgment in setting priorities, identifying issues and determining action when working under pressure or tight deadlines.
- Strong ability to work independently as well as a member of a team.
- Ability to work with a flexible schedule.
- A valid Ontario Driver's License, Driver's abstract, and a reliable vehicle required.
- Clean criminal record check required.

Application Deadline: *Open until filled*

Please submit your cover letter, resume along with 3 references to

Cheyenne Bunting, CFO at
cheyenne.bunting@wabaseemoong.ca