



## **Business Manager (Permanent, Full-time)**

The Anishinabek/Ontario Fisheries Resource Centre (A/OFRC) is a unique not-for-profit corporation established by agreement between the Grand Council Chief of the Anishinabek Nation and the Ontario Minister of Natural Resources to further the knowledge and conservation of fisheries resources of interest to member First Nations and Ontario stakeholders. The A/OFRC currently employs twelve people and operates with an annual budget of approximately one million dollars.

The A/OFRC has a unique job opportunity for a Business Manager with strong leadership abilities and demonstrated experience in the not-for-profit sector. The Business Manager reports to and works closely with the General Manager and is an officer of the corporation. Like many small non-profits, A/OFRC staff work collaboratively to ensure that the program is carried out and the Business Manager may, at times, be asked to take on novel duties related to the Centre's objectives. This position will be based in the Centre's office in North Bay, Ontario and involves some travel throughout the Lake Huron and Lake Superior Regions and southern Ontario.

**Remuneration:** \$55-\$65K annually

### **The ideal candidate will have:**

- Graduation from a university or college program of recognized standing with a diploma or degree in finance or accounting or equivalent experience
- Experience with administration of payroll and human resources programs and software
- Experience with management of facilities and assets, including vehicle and vessel fleets
- Experience with budgeting, business and financial planning, generally accepted accounting practices and accounting software
- Experience with project management
- Knowledge of and ability to manage a health and safety program
- Knowledge of and ability to manage corporate and board processes and reporting
- Knowledge of and ability to manage procurement and contracts
- Knowledge of and experience with network and data management systems
- Excellent analytical, problem solving and oral and written communication skills
- Valid MTO driver's license and a clean driving record
- Knowledge of or desire to learn about First Nations culture (demonstrated understanding of and sensitivity to the Anishinabek culture would be an asset)

*Given the traditional practices of the Anishinabek, exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.*

**Application Deadline:** 21 April 2017

Applicants should provide a cover letter outlining their qualifications and a resume to the General Manager at [employment@aofrc.org](mailto:employment@aofrc.org) or by post to A/OFRC, 755 Wallace Road, Unit #5, North Bay, Ontario, P1A 0E7.