



# Algonquins of Ontario Consultation Office Job Profile

Accounting Advisor

<b>Title:</b>	<b>Accounting Advisor</b>
<b>Reporting to:</b>	Finance Manager

## General Background

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi<sup>1</sup> and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one-window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations toward a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

### **The Teachings of the Seven Grandfathers**

- **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
- **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
- **Manàdjiyàn: Respect:** To honour all Creation is to have respect.
- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.

<sup>1</sup> The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as “Kichisipi”, “Kichissippi”, “Kitchissippi” and “Kichissippi”



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- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.
- **Sàgihidiwin: Love:** To know Love is to know peace.
- **Tebwewin: Truth:** Truth is to know all of these things.

## Position Summary

*The Accounting Advisor produces and analyzes financial information critical to business interests as well as creates and presents reports to leadership and the Algonquin Negotiation Representatives (ANRs) regarding accounting data to enable knowledge-based decision-making and forecasts. This position will be responsible for the organization's financial plans and policies, its accounting practices, the maintenance of its fiscal records, and the preparation of financial reports. This position reports directly to the Finance Manager.*

## Job Duties

### Financial Obligations:

- Oversee the maintenance of books of account (including but not limited to preparing checks, coding, and posting invoices, preparing deposits, journal entries, reconciliations, and petty cash).
- Prepare monthly / quarterly financial statements for the Finance Manager, project staff, Executive Director, and Algonquin Negotiation Representatives (ANRs).
- Oversee accounts receivable.
- Maintain year-end working papers and spreadsheets and assist with preparation for any audits or independent reviews.
- Complete monthly reconciliation for all accounts (bank and brokerage accounts).
- Assist in maintaining policy and procedure documentation for complex financial and accounting issues.
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account.
- Develop, analyze, and interpret statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
- Coordinate and direct the preparation of the budget and financial forecasts, institute and maintain other planning and control procedures (including the cost accounting system) and analyze and report variances.
- Preparation of monthly financial statements and distribution of accurate and reliable financial reports to the Executive Director and Algonquin Negotiation Representatives (ANRs).
- Prepare financial statements, reports, and records by collecting, analyzing, and summarizing account information.
- Provide effective communication across all levels of the organization and with the Algonquin Negotiation Representatives (ANRs). Act as a point of contact for employees, supervisors, and leadership
- Ability to make sound business decisions and evidence-based recommendations to senior management.



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Skills	
<b>Education:</b>	Post-secondary education in the accounting field. CPA designation or working towards is preferred, but not required.
<b>Software Experience:</b>	<ul style="list-style-type: none"><li>• Intuit QuickBooks Online</li><li>• Intermediate Excel</li></ul>
<b>Previous Experience:</b>	6-10 years
<b>Internal Communication:</b>	This position requires consultation with and/or coordination of activities with other employees of the organization.
<b>Algonquin Negotiation Representative Communication:</b>	Regular weekly communication is required with Algonquin Negotiation Representatives (ANRs) providing support and/or guidance as required by the position.
<b>External Communication:</b>	Coordination of activities and providing updates/information to Government Agency contacts and other industry contacts is required.
<b>Problem Solving Skills:</b>	Problems are different and situations are constantly changing. Uses considerable judgment and analysis to arrive at recommendations or conclusions. Problem-solving based on experience and guided analysis from management.
<b>Other Position Specific Skills:</b>	<ul style="list-style-type: none"><li>• Detail-oriented with excellent planning, organizing, prioritizing, problem-solving and time management skills.</li><li>• Is passionate about the survival, rebuilding, and self-sufficiency of all Algonquin communities.</li><li>• Understands the detrimental and lasting effects of colonization on Indigenous people.</li><li>• Strong oral and written communication skills with ability to foster unity, trust and establish cooperative working relationships with clients, colleagues, senior staff, the public and other governmental agencies.</li><li>• High level of privacy and confidentiality with understanding of the importance of protecting personal information and documentation.</li><li>• Demonstrated experience in preparing accounting records and assembling internal financial statements as required.</li><li>• Ability to maintain year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews</li><li>• Experience developing, analyzing and interpreting statistical and accounting information in order to appraise operating results in terms of profitability, performance</li></ul>



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	<p>against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.</p> <ul style="list-style-type: none"> <li>• Ability to work independently with good diplomatic skills.</li> <li>• Ability to work within an office environment and work remotely through secure networking systems.</li> <li>• Self-identifying as Indigenous and/or having first-hand knowledge or experience living in and/or working with an Indigenous community will be considered an asset.</li> <li>• Ability to make sound business decisions and evidence-based recommendations to senior management.</li> <li>• Effective written and verbal communication skills as well as presentation skills.</li> <li>• Ability to work from the AOO office located in Pembroke as required in compliance with the Travel Policy.</li> </ul>
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## Associated Responsibilities

<b>Planning &amp; Coordination:</b>	Coordination of routine projects with defined deadlines, seeking direction for required changes.
<b>Contacts/Advocacy/Relationship Building:</b>	Regular internal/external contacts to reach agreement on work/activities and ties employee's work with that of others. Moderate impact in missed deadlines and require management intervention, service delays, or negative goodwill for the organization.
<b>Decision Making:</b>	Tasks assigned by general instruction, discussion, or advice, with most details left to employee. Periodic progress/quality checks during significant stages. Errors have some financial loss or adverse effect on public/employee relations, loss of time.
<b>Financial:</b>	Substantial financial responsibilities. Ensures all expenditures are on track for provided budget. Able to approve small purchases. Approval required for moderate to high expenditures outside of the approved budget.

## Mental Effort

Tasks require significant attention to detail; work is within specific guidelines but may also include limited direction.



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## Physical Effort

Long periods of time sitting/restrained with minimal opportunity to set aside a task or document due to urgent deadlines or intense concentration due to the complexity of activities. More than 3 hours of computer work and audio-visual strain.

## Working Conditions

### **Physical Working Environment:**

Office with regular noise distraction and proximity of other employees. May travel 3-4/year.

### **Challenging Working Conditions:**

Regular contact with challenging individuals, with unique circumstances referred to supervisor.



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## Acknowledgement & Agreement

The above profile reflects the general details, skills, responsibilities, effort and working conditions considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job.

Job Profiles are not all-inclusive. This Job Profile describes the general nature and level of work being performed by employees assigned to this position. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job profile.

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**Employee Name**  
(please print)

**Employee Signature**

**Date**  
(DD/MM/YYYY)

Approval:

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**Supervisor Name**  
(please print)

**Supervisor Signature**

**Date**  
(DD/MM/YYYY)