

# ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE  
2212 ELM AVENUE, RR #2  
SOUTHWOLD, ONTARIO  
N0L 2G0



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## **JOB POSTING**

(2<sup>nd</sup> Posting)

### **Chief Administrative Officer**

**TERM:** Permanent Full-Time, 40 hours per week, Monday to Friday, 8:30 a.m. to 4:30 p.m.

**SALARY:** \$80,000 - \$100,000 annually – Based on education and experience, includes group benefits and pension

**POSTING DATE:** April 8, 2021

**CLOSING DATE:** April 22, 2021 at 4:30 p.m.

The Chief Administrative Officer will be responsible for leading, developing and managing successful operations of the organization. The CAO will be responsible for systematically sampling the adequacy and reliability of internal control and accounting systems. The CAO performs financial and security audits in all program locations of the organization to review and evaluate the effectiveness and efficiency of operations and will ensure the achievement of budget targets. The CAO will ensure that policies, programs, and services are carried out efficiently and effectively and they will support the senior management team in achieving performance objectives. The CAO will ensure that all duties, programs, and services are undertaken in accordance with applicable regulations and standards and are delivered in accordance with the organization's vision and maintained at optimal level. The CAO will provide leadership for planning and executing a strategic vision that meets the current and future needs of the Nation. Responsibilities require the CAO ensure the undertaking of day-to-day business and delivery of services is consistent with Council Policies and Procedures, legislative, regulatory requirements, and other contract conditions. The CAO will ensure duty of care and corporate responsibility in the exercise of duties on behalf of the Employer.

#### **SCOPE:**

The Chief Administrative Officer will work under the direct supervision of the Chief Executive Officer. The Chief Executive Officer will assign specific tasks to the Chief Administrative Officer. The CAO will provide leadership for administration and will collaborate with senior management in business and strategic planning. The CAO will direct the day-to-day operations including budget tracking and regulatory compliance with the responsibility of the performance of the organization.

#### **QUALIFICATIONS & EXPERIENCE**

1. Masters Degree in Public Administration, or related field of study, from an accredited university PLUS a minimum of three (3) years of employment in a senior management capacity; previous employment with a First Nation organization preferred; OR
2. Bachelor Degree in Public Administration, or related field of study for an accredited university, PLUS a minimum of five (5) years of employment in a senior management capacity; previous employment with a First Nation organization preferred; OR
3. Currently undertaking related studies towards a Bachelor or Masters Degree PLUS 8 years in a senior management employment capacity;
4. Strong experience in accounting and financial reporting for projects in a First Nation required;
5. Experience with Generally Accepted Accounting Principles (GAAP);
6. An advanced knowledge of risk-based audit procedures, including planning, techniques, testing and sampling methods;
7. Knowledge of financial and managerial control systems and processes and risk management frameworks;
8. Superior knowledge of a First Nation government and a thorough understanding of the roles and responsibilities of council and administration;
9. Effective decision maker with high level of integrity using effective problem-solving;

10. Aware of the best practices in economic development, financial management, human resources, operations, governance and emergency management;
11. Ability to identify and provide sound recommendations and comprehensive reports;
12. Demonstrated competency in leadership of work teams and community organization;
13. People oriented and high performance in customer service;
14. Excellent time management and prioritization skills;
15. Aptitude in attention to detail, accuracy and thoroughness with financial and other relevant data;
16. Excellent written and oral communication skills;
17. Ability to work both independently and as a team player;
18. Works well under pressure and meets set deadlines;
19. Strong consultation, persuasion and negotiation skills;
20. Skilled in conducting research, preparing and presenting reports;
21. Ability to effectively deal with highly stressful situations;
22. Able to establish and maintain trusted relationships with internal and external stakeholders;
23. Proficient in MS Office, Accpac, MS Teams, Cloud based programs;
24. Knowledge of and ability to complete annual funding reports, work plans and budgets;
25. Familiar with Oneida Nation political structure and programs and services for citizens;
26. Experience working in a multi-disciplinary environment;
27. Professional integrity and the ability to maintain strict confidentiality is essential;

#### **REQUIREMENTS:**

1. The successful candidate will provide a current VS-CPIC, at own expense, prior to starting employment
2. The successful candidate will provide a photocopy of applicable educational qualifications (certificates, diplomas, degrees, etc.) prior to starting employment;

#### **MANDATORY DOCUMENTATION WITH APPLICATION**

1. Cover Letter – **must address the Qualifications identified and candidates will be assessed on writing skills;**
2. Resume;
3. Three (3) recent supervisory reference (names, titles and telephone numbers only).

**Submit all mandatory documentation to [hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca)  
Due to COVID-19 Pandemic, we are only accepting electronic copies at this time.**

- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for an interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

**To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email to [hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca).**

“People of the Standing Stone”

[oneida.on.ca](http://oneida.on.ca)