



Director of Finance & Administration

GIYAK MISHKAWZID SHKAGMIKWE INC.

Job Description

Position: Director of Finance & Administration

Job Posting – Full Time/Permanent

Location: Sudbury, ON

Salary range: \$95-\$110K depending on experience.

Overview

Reporting to the CEO, the Director of Finance & Administration (DFA) provides specialized professional management in matters of finance, human resources, administration, and related areas or disciplines for GMS projects and businesses. This position reviews processes, and accounts for transactions and authorizes the payment of financial obligations that are within delegated authority. Work is subject to limited review and there is latitude for independent judgment and decision-making within the parameters of Giyak Mishkawzid Shkagmikwe (GMS) Development Corporation policy and procedures.

Application Process:

Please include a resume and cover letter and apply to Adam McEniry, adam.mceniry@gmsecdev.com

Use Microsoft word .doc, pdf or .rtf formats.

Due to many applicant applications received, only those qualified or selected for an interview will be contacted.

Please contact Ashley Nootchtaï for the full job description at 705-669-7078, or e-mail ea@gmsecdev.com