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Job Opportunity – Secretary-Treasurer - Huntsville

The Algonquin Forestry Authority (AFA), the **Ontario Crown Agency** responsible for sustainable forest management of Algonquin Park's Forests, invites applications for a full-time opportunity in the position of Secretary-Treasurer. The AFA is an innovative and progressive organization charged with planning and administering harvesting and distribution of wood products to mills in communities adjacent to Algonquin Provincial Park.

The Secretary- Treasurer will report to the General Manager and be based out of the main office in Huntsville, Ontario. Located in the heart of Muskoka, Huntsville has a population of 20,000 and boasts most amenities including available housing. Huntsville is a thriving community with year-round recreational opportunities, strong arts and culture society and full educational facilities. Arrowhead and Algonquin Provincial Parks are nearby – both supplement the community's year-round recreational facilities.

Website: www.huntsville.ca

In this role you will:

- Provide financial leadership, and coordination to deliver high level business/financial planning processes/services and the budget/financial program to maintain the Algonquin Forestry Authority's position as a self-financing Crown Agency.
- Serve as a financial resource and provide expert advice/direction on business/financial and administrative processes, policies, procedures and best practices to the General Manager and the management team in support of effective AFA operations and ensure that necessary controllership systems are in place.
- Lead and supervise day-to-day business/financial activities, including issues management, financial reporting and tracking, effective information flow, stakeholder relations and continuous improvement.
- Lead, develop, supervise, and direct the work of reporting staff by making effective recommendations on various human resources matters.
- Develop and maintain productive, effective working relationships with Ontario government, AFA staff and external partners to optimize program/service delivery and to facilitate cooperative approaches to implement key initiatives where appropriate.
- Serve as Secretary to the AFA Board of Directors, attend all Board and Board committee meetings, record and prepare minutes, follow up on financial action items and discloses financial position of the Authority.

Certification and Knowledge Requirements:

- Chartered Professional Accountant certification or demonstrated current pursuit of required certification.
- Knowledge of generally accepted accounting principles and sound financial practices, including strategic planning, financial controllership, and risk management principles.
- Sound budgeting practices/procedures, financial and budgetary policies and activities (e.g. accounts payable, accounts receivable, invoicing, etc.) to lead the AFA's financial planning and budgeting processes.
- Knowledge of audit principles, performance, financial, and management processes and reporting requirements to identify weaknesses in financial controllership.
- Knowledge of privacy legislation and requirements, Ontario government financial reporting and process requirements relevant to the operation of a Crown agency.

- Leadership knowledge and experience in managing staff and an understanding of relevant practices and principles in promoting a productive and effective team environment.
- Knowledge of the Occupational Health and Safety Act, regulations under the Act, other related legislation, standards, and management practices that apply to the work supervised or controlled.

Interpersonal and Communication skills:

- Ability to work independently in accordance with policies, procedures, and established guidelines, yet contribute to the efforts of the overall team to achieve desired results. Situations may require dealing with unexpected issues requiring skills to develop options and provide recommendations for the most appropriate action.
- Demonstrated tact, good judgement, and discretion; strong social and professional networking skills that can work towards building effective teams within the organization.
- Judgement to advise on financial issues and processes and offer solutions to overcome the problems through review and analysis.
- Demonstrated leadership and supervisory experience in developing and maintaining a constructive and productive team.

Additional Information:

Location: Algonquin Forestry Authority
8 Crescent Road, Unit B3-1, Huntsville, Ontario P1H 0B3

Position: Secretary-Treasurer

Compensation: \$88,797 - \$110,173 based on 36 ¼ hours per week. Eligible to enroll in Ontario Pension Board provincial agency pension and benefit programs included in the overall compensation package.

Posted on: October 14, 2022

Closing date: November 4, 2022

How to apply:

- Your electronic cover letter and resume should not exceed five (5) pages.
- Customize your letter and resume to the **qualifications** listed on the job ad. Use concrete examples, you must show how you have demonstrated the requirements for the job.
- Read the job description so you understand the job, see more AFA background information on the AFA website www.algonquinforestry.on.ca

Interested candidates are requested to apply in confidence via e-mail indicating “Secretary-Treasurer” in the subject line to:

Jeff Leavey, General Manager
email: jeff.leavey@algonquinforestry.on.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.

The AFA is an equal opportunity employer. If you require a disability-related accommodation, contact the AFA General Manager at the address above. Provide specific contact information to contact you.