



Dechinta Centre for Research and Learning

Director of Finance and Operations  
Role Description

**Pay Scale:** \$84,000.00 - \$95,000.00/year plus benefits and access to a competitive group RRSP retirement savings plan.

**Location:** Yellowknife, NWT. Full time (37.5 hours per week).

**About Dechinta:** Dechinta Centre for Research and Learning has been delivering Indigenous-led land-based postsecondary programming in the north since 2010. Dechinta's programming is developed in collaboration with community partners. We are seeking new staff to support the Executive Director in the areas of finance, developing and implementing Dechinta's operation plan and in strategic development. Dechinta Centre is committed to creating a workplace that values Indigenous knowledge and leadership. We work to create spaces that centre the land and relationships through three key areas of programming, education, research, and community engagement.

**Reporting to:** Executive Director

**Primary responsibilities:**

**Financial support:** This role is responsible for following documented financial policies and processes and performing related tasks as required by funding contracts or grants. This work includes performing various tasks such as:

- Collecting and filing source documents
- Coding and entering financial transactions
- Submitting approved payments or remittances, depositing cheques
- Payroll & benefits administration
- Allocating revenues/expenses to funders and projects/programs
- Reconciling accounts
- Monitoring day to day budget variances, highlighting any exceptions for the Executive Director's (or program/project lead's) review.
- Providing required financial details for both internal and funder reporting purposes
- Providing support to faculty and program/project leads around the implementation of financial tasks/activities associated with grants and/or funder contracts, ensuring that requirements are met, and the grants are successfully administered.
- Providing advice on how to improve established processes to further streamline financial practices.

**Operational & program support:** This role is responsible for developing and implementing Dechinta's operational plan ensuring the smooth operations of the organization and developing increased capacity for mission achievement.

- Develop the tools, templates, and resources necessary to operationalize Dechinta's policies, providing support to the team as necessary



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- Working with faculty and program/project leads, develop a holistic programming calendar and workplan along with budget so that there is clarity around who is doing what by when
- Monitor workplan, actively working with team members to mitigate risks and address issues.
- Providing office management support, including ordering supplies, coordinating team meetings, maintaining Dechinta's records/documents.
- In consultation with the team, identify and implement solutions that help build capacity within the team to achieve their goals/objectives (e.g., technology solutions/software/apps)
- Maintaining Dechinta's website by updating the website with prepared content
- Participate in various Dechinta programs/projects to gain insight into how to better design and develop systems that support program/project delivery.

**Strategic support:** This role is responsible for preparing materials that support the Executive Director with their partnership engagement work. Tasks include:

- Conducting research and preparing briefing memos to enable robust and productive meetings between the Executive Director and funders or stakeholders
- Conducting research, identifying, and recommending suitable funding streams
- Developing draft proposals and reports
- Conducting research across three federal territories and federal levels on topics such as: education (K-12), post-secondary, research, research funding, research ethics, and First Nation education policies
- Working with the team to design a program/project evaluation methodology, then implementing the methodology to gather quantifiable data that supports work to measure impact.

#### Education, Skills & Knowledge Required:

- Candidates with a post-secondary degree in Business Administration, Public Administration, or Finance are desired; candidates with equivalent work experience will be considered.
- Substantial experience working with northern Indigenous communities and organizations.
- Demonstrated experience, education, skills, and knowledge in strategic, financial, and operational support management. Three to five years of work experience in any of these areas would be an asset.
- Commitment to anti-oppressive and decolonial workplace.
- Excellent organizational and communication skills.
- Strong strategic, operational, and financial planning, implementation, problem solving and evaluation skills. Two or more years of developing and overseeing budgets would be an asset.
- Ability to work both independently and with a large collaborative team of diverse skill sets, including youth, Elders, harvesters and land-users, and students.
- Ability to deal with sensitive and/or confidential information in a professional manner.
- Experience working in a non-hierarchical organizational structure is an asset.

**How to Apply:** Please send your resume or CV and a brief statement of your interest in



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working at Dechinta and previous experience in financial management to  
[admin@dechinta.ca](mailto:admin@dechinta.ca) by June 30, 2022.

If you have any questions about the role or Dechinta, please email [admin@dechinta.ca](mailto:admin@dechinta.ca) or phone 867 445 1897.

Only applicants selected for an interview will be contacted.