



Olthuis Kleer Townshend LLP (“OKT”), is Canada’s largest law firm dedicated to advancing the self-determination and success of Indigenous peoples in a wide range of areas of Canadian law. We address the full scope of Indigenous communities’ legal needs. OKT’s lawyers have been advocating for Indigenous communities for decades – as lawyers, and as leaders and members of Indigenous communities and governments.

To support our continued growth, we require a results-oriented individual to join our team as **Director, Finance and Administration** based in our Toronto office.

The Director, Finance and Administration is an integral part of our team and will be responsible for helping build a platform that fully supports the growth of our legal practice. The Director, Finance and Administration will have a broad range of responsibilities including hands-on financial accounting and management as well as administrative functions including human resources, operations, professional compliance, health & safety, facilities, information technology, marketing and strategic planning.

Our ideal Director, Finance and Administration will have the following experience/skill set:

- An individual with 7+ years of management and leadership experience within a professional services firm in a growing multi-office environment.
- Post-secondary education in Finance, Accounting or Business Administration.
- Proficiency in French would be an asset.
- Completion of a recognized accounting designation while preferred is not a prerequisite.
- Proven excellence in fiscal management of budgets, financial reporting and daily accounting functions with a solid knowledge and understanding of accounting software
- Strong leadership ability to proactively identify, analyze, recommend and implement solutions for the overall effectiveness of the firm in a manner consistent with its culture of a commitment to social justice.
- An influencer with strong strategic, analytical, communication and reporting skills and an ability to work with everyone in a supportive collaborative manner.
- Confident and positive self-starter with a ‘figure-it-out’ mindset, strong personal productivity and time management skills, and the ability to work autonomously in a fast-paced, dynamic environment.

The Firm’s culture is focused on providing a collaborative team environment for all and is offering a competitive compensation package to the successful candidate.

If you believe you have the mind, skill set and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume and your compensation expectations to [searchcommittee@appliedstrategies.ca](mailto:searchcommittee@appliedstrategies.ca).