

CHAMPAGNE and AISHIHIK FIRST NATIONS

**Identification:** Finance Manager  
**Department:** Finance  
**Supervisor:** Director of Finance  
**Date:** October 28, 2020  
**Wage Level:**  
**Status:** Regular Full-Time

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A. **Job Summary:**

Under the direction of the Director of Finance, this position is responsible for the accuracy and integrity of the Champagne and Aishihik First Nation financial system, the quality and timeliness of financial data for reports, for assisting in the development of accounting standards, policies, and procedures and the supervision of the accounting staff and performs other duties.

B. **Main Duties:**

1. Oversees and supervises accounting functions and accounting standards, policies and procedures by:
  - preparing the accounts according to public sector accounting board principles;
  - supervising accounting staff in the areas of accounts receivable, accounts payable, and payroll;
  - ensuring accuracy and relevance of accounting reports which involves analyzing and reviewing financial statements, reports, general ledger accounts, and examining supporting documentation and reviewing reconciliations monthly;
  - ensuring monthly financial statements for each program are timely and able to be produced and distributed by the 15<sup>th</sup> of the month following;
  - monitoring that budget inputs are in the general ledger and that they are current and accurate;
  - monitoring the use and effectiveness of the computerized accounting system which requires detailed knowledge of the system;
  - ensuring the ongoing upgrading of accounting clerks by planning and providing support for required training and ensuring that staff are familiar with all accounting positions to cover for each other when required;
  - ensuring the accurate processing of payroll, that documentation is accurate, and policies and procedures of CAFN are being strictly adhered to;
  - working with the Finance Officer in checking the general ledger for accuracy each month and ensuring that staff are assigned monthly reconciliations of balance sheet and banks and that reconciliations are reviewed prior to processing financial statements;
  - initialling cheques for accuracy and completeness prior to release and providing a check on everything processed in the department:

- that coding are checked;
- approved authorities are on purchase orders and accounts;
- that all journal entries prior to inputting are checked and approved, and
- that all batches have no inputting errors;
- coordinating all finance activities; i.e. payables, receivables, payroll, reconciliations and ensures that the various reports required for the audit trail are maintained in separate books on a monthly basis;
- working with the Finance Officer in ensuring that funding reporting requirements are complete, accurate and timely;
- working with the Finance Officer in assisting program managers with administrative and financial management services, which include operational and work planning forecasts, budgets and monthly variances;
- assisting in the coordination of the annual audit by coordinating and consolidating financial reports, by summarizing reports and checking for accuracy and completeness, by communicating assignments to responsible accounting staff, and by meeting critical reporting deadlines.

2. Performs other duties such as:

- administering staff group health/life and dental benefits;
- administering staff group retirement benefits;
- liaising with benefit plan carriers to identify CAFN needs and to resolve issues;
- working harmoniously with the human resource department on all staff matters;
- acting as the Director of Finance when this position is on leave;
- answering to enquiries from public, co-workers, managers or Chief and Council;
- reconciling and reimbursing petty cash;
- training staff on-the-job.

C. **Job Knowledge and Skills:**

**Education and Experience:**

Post-secondary education in finance, accounting, business, or related field. Experience managing human and financial resources is required. Research and report writing skills are essential. Experience in using database and information management systems such as AIS would be an asset. Professional designation as a Certified Aboriginal Financial Manager would be an asset. Those with 2-3 years of relevant training and/or experience may be equally considered.

**Job Knowledge:**

- Knowledge of CAFN history, culture, demographics, goals and aspirations
- In depth knowledge of generally accepted accounting principles and practices
- Broad knowledge on computerized accounting systems and relevant software
- Knowledge of legislation, policies and procedures such as Federal labour laws and Employment Standards Act
- Knowledge of CAFN final Land Claims Agreements and related agreements

**Management Skills:**

- Ability to organize, coordinate and schedule tasks to meet critical deadlines
- Ability to make decisions and solve problems
- Ability to motivate, supervise and evaluate others
- Ability to assess and evaluate procedures and policies to meet department goals and objectives

**Specific Skills:**

- Ability to prepare and analyze financial statements and reports
- Ability to use accounting systems such as of SAGE and Payroll
- Attention to detail and accuracy

**Interpersonal Skills:**

- Ability to enforce policy with tact and diplomacy
- Ability to work in a team environment
- Possess excellent written and verbal communication skills
- Conflict resolution skills

D. **Decision Making:**

This position receives direction from the Director of Finance. Day-to-day operations of the Finance Department are the responsibility of the incumbent. This position is responsible to assess effectiveness and efficiency of the department and to make recommendations to the Director of Finance.

E. **Impact/Accountability:**

This position is critical to the smooth operations of the CAFN programs and administration. Management must receive accurate and timely financial statements in order to make sound decisions.

F. **Positions Supervised:**

- Accounts Payable Clerk(s)
- Accounts Receivable Clerk
- Payroll and Benefits Clerk
- In absence of the Director, other Finance staff

G. **Working Conditions:**

This position works in a normal office environment. There is some overtime required during critical periods such as during year-end, Christmas break, and during budget preparation and audit reviews. Working evenings and weekends may be required to meet critical deadlines. A high level of concentration is required

in preparing account reconciliations. Stress is encountered in responding to requests for information, computer problems, enforcing CAFN financial and personnel policies, and meeting scheduled and ad hoc deadlines. It may be stressful when dealing with interruptions and high levels of regular/irregular critical deadlines. Incumbent may occasionally deal with emotional or upset individuals.

H. **Conditions of Employment:**

- Willing to respect and maintain confidentiality
- Criminal Records Check
- Yukon Class 5 Driver's License
- Ability and willingness to travel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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Director of Human Resources

\_\_\_\_\_  
Date

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Director of Finance

\_\_\_\_\_  
Date

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Senior Director, Government Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date