

## CHAMPAGNE AND AISHIHIK FIRST NATIONS

**Identification:** Aboriginal Information System (AIS)/ Finance Assistant

**Department:** Finance

**Supervisor:** Finance Manager

**Date:** October 6, 2020

**Wage Level:** 6

**Status:** Regular Full-time

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A. **Job Summary:**

Under the direction of the Finance Manager, the AIS/Finance Assistant is directly responsible for performing all AIS finance functions, including disbursing non-payroll accounts payable to individuals, suppliers, corporations, and other entities; issuing T4As and T5s; batch and Journal entries and other spreadsheets. This position maintains ledgers, credit balances, and account irregularities. The incumbent will also ensure the timely and accurate processing of payment documents and provides standard reports required by Government to ensure compliance. In addition, this position manages and provides support to the departments using the Aboriginal Information System (AIS) computerized data system and performs other related duties.

B. **Main Duties:**

1. Performs the AIS generated accounts payable/finance functions by:
  - ensuring that appropriate approvals are obtained from department Directors and from the Director of Finance;
  - processing invoices for payment by matching purchase orders with invoices, ensuring approvals and extensions are correct, and that policies of CAFN are being adhered to;
  - ensuring cheque runs are done on a timely, consistent basis, in accordance with policy, two accounts payable runs a month on the 15th and last working day;
  - ensuring the accuracy of batch totals and the accuracy of output;
  - responding to enquiries about accounts from vendors and ensuring accuracy by batching and checking input with output and maintaining batch logs and reconcile transactions of all accounts payable;
  - maintaining monthly computer reports for audit purposes;
  - maintaining financial filing systems and ledgers; and
  - completing and processing T4A and T5s as required.
2. Processes AIS data received from departmental representatives by:
  - ensuring data security and confidentiality is maintained;
  - reviewing, recommending, revising and/or creating reports in order to simplify administrative processes;
  - generating routine reports requested by Government to ensure compliance to audit requirements;
  - improving on the consistency of data and avoiding duplication of staff effort;
  - preparing monthly invoices to outside organizations and allocate costs by monthly journal entries;

- utilizing and building on the modules of AIS to include/improve the ability to accommodate unique aspects of First Nations family/demographic information, educational environment and funding arrangements; and
  - ensuring that AIS administrative and financial systems share financial information and support an efficient workflow between departments to offer the integration needed to avoid duplication of effort.
3. Provide assistance to departments and programs in the areas of:
- data collection and processing meaningful reports to assist in moving community members along the employment readiness continuum;
  - tracking and managing of the entire Post-Secondary student process by tabulating and providing a single screen with a running update of remaining available budget dollars as post-secondary application approvals are finalized;
  - submitting, tracking and recording payments so CAFN Citizens receive their full entitlement for services;
  - responding to requests from Citizens, tenants, Chief and Council, and funding agencies;
  - managing rent and charges to ensure that all rental agreements are set-up in the system and tracked to maximize revenue to housing;
  - maintaining important individual and family information;
  - ensuring First Nations principles are maintained by owning, protecting, and controlling how the information is used; and
  - providing ongoing administration and distribution of monthly payments, special needs payments and the handling of new applications; such as Budget & Decisions, while ensuring that the control of the data remains with CAFN.
4. Performs other duties such as:
- filling in for other finance staff when requested;
  - assisting in annual audit preparation;
  - cross training in payroll, accounts payable and accounts receivable;
  - reconciling various payables, and control clear accounts, balance sheet accounts and other accounts as assigned;
  - assisting with printing out and circulating monthly financial statements, budgets and general ledgers to CAFN program managers, directors and funding agencies; as requested, and
  - providing Customized and enhanced reporting regularly requested by INAC/AANDC and CMHC

C. **Job Knowledge and Skills:**

**Education and Experience:**

Post-secondary diploma or certificate in accounting, finance, or business administration combined with experience using Microsoft Office and computerized accounting such as SAGE Accounts Payable/Receivables, Payroll, and General Ledger. Experience working with AIS software or equivalent database tools and Excel is required. 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
- Knowledge of generally accepted accounting principles
- Knowledge of computerized accounting programs such as SAGE and Payroll
- Knowledge of legislation, policies and procedures such as Federal labour laws, Human Rights Act, and Employment Standards Act

**Specific Skills:**

- Ability to operate computers and various programs, such as AIS, MS Access, Excel
- Ability to maintain and modify a variety of tracking systems to support and streamline processes to create efficiency;
- Ability to use accounting programs such as SAGE, Payroll, and Electronic Banking
- Attention to detail and accuracy
- Ability to meet deadlines, both critical and ad hoc, and handle heavy workloads
- Ability to organize and prioritize tasks
- Ability to problem solve
- Ability to train students and other trainees

**Interpersonal Skills:**

- Ability to exercise tact and diplomacy when providing billing information and support in order to facilitate daily reconciliations
- Ability to work independently and in a team environment
- Good communication skills, both orally and in writing
- Able to resolve conflicts while maintaining confidentiality
- Strong decision-making skills including good judgment

**D. Decision Making:**

This position receives direction from the Finance Manager. Schedules and coordination for this position are determined by the Director of Finance. Established policies and financial procedures guide this position in day-to-day tasks. Problems are recurring in nature and can be referred to the Finance Manager for resolution.

**E. Impact/Accountability:**

The timeliness of paying accounts is the responsibility of the incumbent. Late payments of invoices impact CAFN's standing with various suppliers and vendors as well as the cost of interest expenses. The position contributes to the smooth operations of the department by ensuring data input is accurate and completed within specified deadlines. Efficiencies in the use of AIS, when handling large volumes of data entry, will reduce time and cost to CAFN.

**F. Positions Supervised:**

None

**G. Working Conditions:**

This position works in a normal office environment, with extended periods of time in front of the computer. There may be a requirement for some overtime during critical periods, such as during year-end, Christmas break, and audits. Concentration is required for ensuring accuracy and consistency. 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 with regards to accounts.

**H. Conditions of Employment:**

- A valid Yukon Class 5 driver's license.
- Criminal Records Check
- Ability and willingness to travel to CAFN communities

- Willingness to work evenings and/or weekends, as required
  - Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
  - Mandatory confidentiality is a condition of employment for all CAFN personnel
  - 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

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Date

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Director, Finance and Administration

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Date

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Senior Director, Government Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date