

CHAMPAGNE and AISHIHIK FIRST NATIONS

Identification: Funding and Contract Officer
Department: Finance
Supervisor: Administration and Information Manager
Date: October 27, 2021
Wage Level: 8
Status: Regular Full-time

A. **Job Summary:**

Under the direction of the Administration and Information Manager, this position is responsible for executing the contribution agreement and contract administration process and the administration of all contribution agreements, contracts, tenders, and requests for proposals (RFPs) within Champagne and Aishihik First Nations (CAFN). It also assists program managers with contract and financial management services including advising on contract management, financial and variance reporting and assisting with budget preparation for projects and/or initiatives that are externally funded and performs other related duties.

B. **Main Duties:**

1. Administers and coordinates financial contribution agreements and contracts by:
 - assisting program managers with the development and review of contribution agreements and contracts and arranging for approval and signing of routing slips and agreements and contracts.
 - consulting with directors and managers in identifying needs and making recommendations.
 - ensuring standardized agreements are negotiated with CAFN rates while adhering to policies.
 - managing, organizing all pending/fully executed contracts/contribution agreements, including tracking option deadlines, change orders, term expiration dates and carrying forward or extending requests, reporting dates and other relevant timelines.
 - maintaining a database of all contribution agreements and contracts and their status.
 - ensuring that all accounts, records and supporting documents are available for any required audit.
 - developing, recommending, and implementing a process for the efficient and effective administration of financial contribution agreements and contracts.
 - assisting in the preparation of contract procurement objectives and requirements.
 - working with the departmental staff, Finance Officer and Finance Manager in ensuring that funding reporting requirements are met and that all funding is received in a timely manner.
 - keeping and maintaining all accounts, financial reports and supporting documentation in respect of the funding.

2. Establishes and maintains systems for the archiving of contracts and contribution agreements.
3. Performs other duties such as:
 - assists the Administration and Information Manager in the development of policies and procedures to ensure the goals and objectives of the organization are realized and advises on the design and/or implementation and control of administrative policies and procedures if required
 - providing assistance to auditors as required
 - liaising with program managers and auditors as required
 - performing duties of other Finance positions as required
 - answering enquiries from the public, co-workers, managers, or Chief and Council

C. **Job Knowledge and Skills:**

Education and Experience:

Diploma in business management or related field. Experience in a contract administration is required. Proficiency in MS Office (Word, Excel, and PowerPoint) is required. Experience using computerized financial systems such as SAGE would be an asset. Those with 2-3 years of relevant training and/or experience may be equally considered.

Job Knowledge:

- Knowledge of CAFN governance structure, history, culture, demographics, goals, and aspirations
- Knowledge of CAFN final Land Claims Agreements and related agreements
- Knowledge of First Nation governments and related financial arrangements
- Knowledge of purchasing procedures and supply chain
- In-depth knowledge of generally accepted accounting principles and practices
- Broad knowledge on computerized accounting systems and relevant software
- Knowledge in preparing financial statements and reports

Management Skills:

- Ability to work in an organized, detailed manner under tight deadlines with a high degree of accuracy in an environment with multiple priorities
- Ability to analyze contracts in a cost-effective way, while adhering to legislative requirements
- Ability to make decisions and solve problems
- Ability to assess and evaluate procedures and policies to meet department goals and objectives

Specific Skills:

- Ability to use Microsoft Office applications (Word, Outlook, Excel, and PowerPoint)
- Ability to use accounting software such as SAGE
- Ability to review and provide feedback on funding agreements and contracts
- Possess excellent written and verbal communication skills

Interpersonal Skills:

- Ability to enforce policy with tact and diplomacy
- Ability to work with and manage confidential information and use independent judgment
- Ability to provide expertise to co-workers and clients
- Ability to work cooperatively as a team member in a cross-cultural environment as well as independently
- Ability to take initiative, and be adaptable and flexible

D. **Decision Making:**

This position receives direction from the Administration and Information Manager and the Director of Finance. Day-to-day operations of the position is the responsibility of the incumbent. This position is responsible for monitoring the reporting requirements for financial contribution agreements and liaising with program managers as needed to ensure the requirements are met and assisting with decision making with respect to contract management.

E. **Impact/Accountability:**

This position is critical to the smooth operations of the CAFN programs and administration by ensuring adherence to standardized financial contribution agreements. Financial soundness of the organization depends on accurate budgeting and controlled spending by managers. The position must ensure process integrity, provide expertise and insight, and protect CAFN against risk exposure.

F. **Positions Supervised:**

None.

G. **Working Conditions:**

This position is located in a normal office environment and will be based in Haines Junction. Some overtime is required during critical periods such as year-end 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 assisting with financial contribution reports and contract management. Stress is encountered in responding to requests for information, ensuring adherence to reporting requirements, 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:**

- A valid Yukon Class 5 Driver's License
- Criminal Records Check
- Willing and able to travel to other CAFN communities, as required
- Willingness to work overtime, as required
- Willingness to work evenings and/or weekends, as required
- 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.

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.

Director of Human Resources

Date

Immediate Supervisor

Date

Senior Director, Government Services

Date

Employee

Date