

CHAMPAGNE AND AISHIHIK FIRST NATIONS

<u>Identification:</u>	Finance Officer
<u>Department:</u>	Finance and Administration
<u>Supervisor:</u>	Director of Finance and Administration
<u>Date:</u>	February 28, 2022
<u>Wage Level:</u>	8
<u>Status:</u>	Regular Full-time

A. **Job Summary:**

Under the direction of the Director of Finance and Administration, this position is responsible for ensuring the accuracy of the financial position of the Champagne & Aishihik First Nations and is responsible for planning, organizing, supervising, and evaluating CAFN'S financial accounting, budgeting, and reporting systems. The incumbent will work with the Finance Manager to assist program managers with administrative and financial management services, which will include operational and work planning forecasts, budgets and monthly variances.

B. **Main Duties:**

1. Ensuring the accuracy of the financial position of the CAFN by:
 - checking the general ledger for accuracy each month;
 - ensuring that monthly reconciliations of balance sheet accounts are completed in a timely and accurate manner and are reviewed prior to processing financial statements;
 - providing status of financial position by consolidating, analyzing, reconciling, interpreting, and reporting financial information including summaries and cost-benefit analysis;
 - protecting assets by enforcing controls and conducting internal audits by monitoring, analyzing, and confirming financial accounting and budget information;
 - ensuring that internal controls are operating as designed and that adequate audit controls and trails are in existence;
 - completing GST reports and submitting remittances, as required;
 - ensuring preparation of monthly financial reports for the Director of Finance, the Directors' Meeting Group, and Executive Council to review; and
 - working with the Finance Manager to ensure reporting requirements are complete, accurate, and submitted in a timely manner.
2. Working with the Finance Manager in assisting program managers with administrative and financial management services, which include operational and work planning forecasts, budgets and monthly variances by:
 - establishing schedules, evaluating, coordinating, and maintaining budget activities to ensure accuracy,

- timeliness, and integrity of the budget process;
 - acting as the first line of communication with program managers to review budgets and expenditures, as well as ensuring the financial information provided is accurate;
 - ensuring consistency with budget submissions, with regards to program fixed costs, such as administration fees, rent, etc.;
 - consolidating program budgets regularly;
 - recommending changes to the budget preparation and maintenance process;
 - recommending changes to financial procedures and internal controls; and
 - checking that budget inputs in the general ledger are current.
3. Assists 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.
- recommending changes to financial procedures and internal controls; and
 - liaising with other employees, the Funding and Contract Officer and auditors, as required.
4. Performs other duties such as:
- assisting with the coordination of audit preparation and providing information to external auditors as required;
 - supervising and training employees on financial management, as needed;
 - assisting with the administration and coordination of financial contribution agreements;
 - performing duties of other Finance positions when those positions are on leave; and
 - responding to enquiries from public, co-workers, managers/directors, ECO or Chief and Council.

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 Receivable/Payables, Payroll, and General Ledger. Experience providing advice on financial polices/procedures and accounting operations to others would be considered an asset. An equivalent combination of education, training and/or work experience will be 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 in preparing financial statements and reports
- Knowledge of CAFN final Land Claims Agreements and related agreements
- General knowledge of office procedures and supervisory skills

Management Skills:

- Ability to work in an organized, detailed manner under tight deadlines with a high degree of accuracy in an environment with changing priorities
- Ability to make decisions and solve problems
- Ability to assess and evaluate procedures and policies to meet department goals and objectives

Specific Skills:

- Computer skills, including Microsoft Office, and strong Excel skills
- Ability to use and train others on accounting software such as SAGE and Payroll
- Possess excellent written and verbal communication skills
- Knowledge and experience working with budgets
- Experience working with General Ledgers and doing reconciliations
- Attention to detail and accuracy

Interpersonal Skills:

- Ability to enforce policy with tact and diplomacy
- Ability to provide expertise to co-workers and clients
- Ability to work cooperatively as a team member as well as independently
- Ability to take initiative, and be adaptable and flexible

D. Decision Making:

This position receives direction from the Director of Finance. Day-to-day operations of the position is the responsibility of the incumbent. This position is responsible for ensuring the adherence to reporting requirements.

E. Impact/Accountability:

Financial soundness of the government depends on accurate budgeting and controlled spending by managers. Accountable for the quality of accounting and administrative controls and procedures, accuracy and timeliness of financial information, organization of daily activities including effectiveness of task prioritization and scheduling. The expected end results of the position are the effective delivery of accounting/financial and administrative services and maintenance of financial records that are accurate, timely and in compliance with relevant regulation, policies, procedures and legislation.

The incumbent is accountable for the quality of accounting and administrative controls and procedures, accuracy and timeliness of financial information, organization of daily activities including effectiveness of task prioritization and scheduling. The expected end results of the position are the effective delivery of accounting/financial and administrative services and maintenance of financial records that are accurate, timely and in compliance with relevant regulation, policies, procedures and legislation.

F. Positions Supervised:

This position is expected to train and supervise casual staff and students. It is also expected to provide guidance and oversee specific tasks completed by other finance staff in Accounts Receivable and Accounts Payable such as GST payments.

In the absence of the Finance Manager, may be required to supervise:

- Accounts Payable Clerk(s)
- Accounts Receivable Clerk
- Payroll and Benefits Clerk

G. **Working Conditions:**

This position works in a normal office environment. 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 preparing financial reports. 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:**

- Criminal Records Check
- Yukon Class 5 Driver's License
- Ability and willingness to travel, 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

Director of Finance and Administration

Date

Senior Director, Government Services

Date

Employee

Date