

Vuntut Gwitchin Government

- A. **Identification:** Finance Manager
- Department:** Finance
- Supervisor:** Director of Finance
- Date:** January 2016
- Status:** Full time
- Level:** 8
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B. **Job Summary:**

Reporting to the Director of Finance, this position is responsible for the day-to-day management of the finance function in the Finance Department. This includes maintenance of the general ledger and supervision of 3 finance clerks.

C. **Main Duties:**

Manages financial reporting systems and processes by:

- Utilizing Sage ACCPAC for entering data into the general ledger and monitoring the accuracy of data entered by other staff
- Preparing and inputting journal entries
- Preparing monthly bank reconciliations
- Preparing and reconciling financial reports as needed by the supervisor, directors or other administrative staff
- Developing detailed knowledge of systems, monitoring the effectiveness of systems, and recommending to supervisor on any changes to systems
- Assisting staff with understanding and using systems
- Assisting departments with budget preparation for proposal driven projects
- Analyzing financial information on a regular basis and bringing potential issues and possible solutions/options to attention of supervisor
- Ensuring WCB, CRA, Pension and Extended health reports are prepared and remittances submitted
- Preparing GST reports and refund applications on a timely basis
- Issuing Records of Employments as required
- Annually preparing T4's, T4As, reconciling them to YTD summaries and CRA Remittance reports and issuing T4's and T4A's
- Annually preparing CRA reports for Social Assistance (T5007) and Students (T4As)

Ensures financial, hiring, payroll and benefit documents are processed by:

- Reviewing submitted documents for accuracy and completeness
- Reviewing accounts payable, accounts receivable and payroll reports and directing employees for any changes to be made

- Approving payrolls or payments for contract work before release
- Reviewing that all advances and deductions are accounted for in payroll
- Reviewing that benefits are accrued and deducted
- Reviewing that benefits, performance increments, and living allowance raises are paid
- Reviewing data entry by clerks
- Reviewing finance processes and initiating and implementing changes
- Preparing required year-end reporting documents

Benefits Administration

- Completing enrollment forms with new staff for extended health benefits and pension
- Provide employees with assistance by answering questions and helping to process claims and/or access benefits

Practices financial responsibility by:

- Assisting with development of annual department and project budgets
- Monitoring program expenditures and reporting financial state to supervisor
- Submitting project/third party claims as required
- Ensuring financial documents such as timesheets, leave forms, travel forms, cheque requisitions, purchase orders and travel claims are processed

Hires and Supervises staff by:

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Discussing training needs with staff, supervisor and the Human Resources manager and monitoring implementation of plans, and evaluating effectiveness of training
- Assisting with problem solving and personnel issues
- Approving timesheets and leave requests
- Ensuring compliance with WCB regulations and reporting job injuries to Human Resources manager

D. Job Knowledge and Skills:

Education:

- Degree or diploma in one or more of the following: Accounting or Business Administration
- Work experience through a full cycle of accounting functions in an organization
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA)
- Knowledge of accounting practices in public and private sector
- Knowledge of payroll and benefits rules, other employee benefits and associated reporting requirements
- Knowledge of GST and WCB regulations and associated reporting requirements
- Knowledge of applicable regulations in the Canada Labor Code

Management Skills:

- Ability to be a team player
- Ability to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of the VGFN
- Time management and organizational skills

- Ability to assume responsibility and meet deadlines
- Ability to write reports and make presentations
- Ability to develop policies and procedures
- Ability to forecast project costs and monitor expenditures
- Ability to supervise and coach staff

Specific Skills:

- Ability to use email, Word and Excel, Sage ACCPAC and Easy pay
- Ability to monitor and analyze computerized financial systems
- Ability to develop and analyze accounting and other procedures
- Ability to prepare reconciliations, financial statements and reports

Interpersonal Skills:

- Ability to function in a cross-cultural environment.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light conditions
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, Vuntut Gwitchin citizens, community members, and with outside agencies, partners and business associates.

E. Decision Making:

This position is directly responsible to the Director of Finance. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for developing procedures where none exist, setting work priorities, ensuring financial accountability within own department, communicating with agencies and business associates, and determining which recommendations are forwarded to supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines and identified goals. Proper day-to-day management of finance is an important support function of the Vuntut Gwitchin Government.

G. Key Personal Contacts

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily/as required
Finance Clerks	Supervision, information exchange, coaching.	Daily
Co-workers	Information exchange; reviewing financial information;	As required
Territorial Government	Information exchange	As required
Federal Government	Information exchange; T4s and T4 summaries	As required
Consultants/Auditors	Information exchange	As required

 Vuntut Gwitchin Citizens Information exchange.

As required

H. Positions Supervised:

Number of positions supervised directly: 3	Finance Clerk-Accounts Receivable Finance Clerk-Accounts Payable/Payroll Finance Clerk-General
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I. Working Conditions:

This position is located in a normal office environment.

Spiritual:

- Balancing traditional beliefs and practices with modern thought and technique

Physical:

- Approximately 70% of time using the computer
- Remote living conditions in extreme temperatures and light changes.

Mental:

- Regular need to meet critical deadlines (payroll, accounts payables, finance reports, budget documents)
- Frequent interruptions
- Intense concentration when reviewing documents and data, and when entering and analyzing data
- Shifting priorities to respond to Vuntut Gwitchin government and community needs

Emotional:

- Dealing regularly with community members who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in the community

J. Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work extra hours to meet deadlines
- Mandatory confidentiality required
- This position is subject to a criminal record check

SIGNATURES

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to	Incumbent: I have read the foregoing position description and understand that it is a general description of the
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<p>this position.</p> <p>Supervisor _____</p> <p>Date</p>	<p>duties assigned to the position occupied by me.</p> <p>Incumbent _____</p> <p>Date</p>
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