
JOB DESCRIPTION

Finance Officer

SUMMARY:

Under the supervision of the Finance Director, the Finance Officer is required to perform internal control functions, account reconciliation, general ledger administration and agreement administration duties within the Finance Department to facilitate its smooth day-to-day operation.

DUTIES AND RESPONSIBILITIES:

The Finance Officer is responsible for accounts payable management and payment processing as follows:

General

- Maintain accounts payable journal and ledgers
- Prepare and post invoice, cash payment entries, cheques and electronic funds transfers
- Ensure that all cheques, deposits and applicable deductions are processed accurately on a timely basis
- Prepare and maintain month end reports, year end reports and audit trails
- Review monthly aged payables listings; identify and prepare adjusting entries (debit/credit notes) as needed

Flow-through and First Nation Agreements

- Vouch reports/cheque reconciliations for payment: match to agreement (contract), verify arithmetic accuracy, appropriate approvals, cost codes and consider overall reasonableness of financial information presented.
- Maintain First Nation agreement and payment files ensuring documentation is current and complete
- Encourage and facilitate payment by Electronic Funds Transfer wherever possible
- Liaise with NAN project officers and First Nations; handle payment enquiries
- Administer agreements by preparing accruals and commitment estimates, by issuing payments and logging same
- Prepare year end reconciliations for distribution to recipients and their auditors

Staff and Delegate Travel

- Vouch expense and advance claims; verify arithmetic accuracy, rates used, appropriate approvals, receipts, cost codes and overall reasonableness
- Distribute delegate payments at conferences/meetings
- Maintain Travel Files; ensure all documentation is current and complete
- Apply Finance policies in a consistent manner
- Other duties as may be requested from time to time.

CROSS TRAINING

Position cross trains with Payroll Officer to facilitate training or to cover during staff shortage.

FINANCIAL RESPONSIBILITY AND DECISION MAKING

The Finance Officer is responsible for

- Accurate and timely administration of \$25,000,000 annual flow through payment in accordance with NAN Finance Policy and underlying agreements.
- Accurate and timely administration of \$1,000,000 annual staff and delegate travel reimbursement payments in accordance with Finance Policy.

ACCOUNTABILITY

The finance Officer will be responsible to the Finance Director on a day-to-day basis, but will be accountable to the Chief Administrative Officer for overall performance.

COMPETENCIES AND QUALIFICATIONS

Candidate must possess the following skills and attributes:

Education/Experience:

Position demands a high level of computational accuracy, independent analysis, problem solving, data entry aptitude, ability to communicate and demands strict confidentiality. The academic and skills expectations are as follows:

- College diploma in accounting or comparable work experience
- Bookkeeping experience in accounts payable management in a computerized environment preferred;
- Able to communicate effectively verbally and in writing
- Able to make decisions based on existing policy and available information
- Able to operate the following computer applications: Adagio, Paydirt, word processing, spreadsheets
- Must be bondable

LOCATION OF WORK: Thunder Bay

PORTFOLIO: Finance and Administration

REVISED: September 2021