

# MATAWA FIRST NATIONS MANAGEMENT



## FOUR RIVERS GROUP Job Description

### FINANCE OFFICER

## **PURPOSE OF THE POSITION**

Established in 2011, the Four Rivers Group (FRG) provides environmental advisory and technical services, **centered in supporting self-sufficient and self-reliant communities**. Key services focus in the areas of Project Management, Communications & Engagement, Geospatial Information Systems & Mapping, Training, and Environmental Services.

Four Rivers Group employees operate in a team environment, where tasks are shared between team members based on individual team member strength, availability and operational need. At this time, Four Rivers Group requires the skills of the Finance Officer, who will work under the general supervision of the Manager of Environmental Programs and/or his/her designate, and will work as part of a team to deliver Four Rivers programs.

## **SCOPE**

Matawa First Nations Management (MFNM) is the parent organization to the Four Rivers Group. The Four Rivers Group carries out projects and initiatives both on behalf of MFNM and wholly owned subsidiaries of MFNM, including Four Rivers Inc. Those projects and initiatives of MFNM, which are publically funded and in service of the Matawa member First Nations is referred to as the operations of Four Rivers Matawa. Those projects and initiatives of Four Rivers Inc., which are for-profit and in service of any community or group are referred to as the operations of Four Rivers Inc. The Finance Office will support the advancement of any project or initiative affiliated with the Four Rivers Group, and the overall management and coordination of project across all organizations or initiatives.

The Four Rivers Group was initially established to support Matawa member First Nations in environmental stewardship and capacity building for resource development. Over the years Four Rivers Group has developed into a team of dedicated and enthusiastic professionals from a wide array of experiences and backgrounds. The team supports a large number of projects and initiatives across Northern Ontario throughout the year. Four Rivers Group strives to deliver services that are community centered and innovative.

The Finance Officer will work under the supervision of the Four Rivers Group Manager, as part of a Four Rivers Group Administrative team. The Finance Officer is responsible for providing Financial Administration, Operations Coordination and Support, Accounts & Database Management, Logistics, Reporting and Communications to Four Rivers Group. Providing these services in an effective and efficient manner will ensure that Four Rivers Group finances and project tracking are accurate and up to date, that revenues are collected in a timely manner, and that vendors and suppliers are paid within established time limits.

## **RESPONSIBILITIES**

1. Perform the day to day processing of accounts payable transactions for assigned divisions to ensure Four Rivers Group (FRG) finances are maintained in an effective, up to date and accurate manner

Main Activities:

- Maintain purchase order files;
- Receive and verify invoices and requisitions for goods and services;
- Verify that expenditure transactions comply with financial policies and procedures;
- Prepare batches of invoices for data entry for payment;
- Manage daily and weekly cheque runs and prepare vendor cheques for mailing;
- Maintain listing of accounts payable;
- Reconcile supplier statements;
- Reconcile sub ledgers to control accounts;
- Maintain updated vendor files and file numbers;

2. Perform the day to day processing of accounts receivable transactions for assigned divisions in order to ensure complete and accurate records of all moneys.

Main Activities:

- Ensure the safeguarding of all FRG funds;
- Maintain manual and electronic invoice files;
- Manage semi-monthly and monthly invoice and statement runs;
- Verify that revenue transactions comply with financial policies and procedures;
- Prepare batches of receipts for data entry;
- Reconcile sub ledgers to control accounts;
- Maintain updated revenue and receivable agreement files and file numbers;

3. Assist with administration and monitoring the financial system in order to ensure that FRG finances, computerized and manual systems are maintained in an accurate and timely manner with emphasis on assigned divisions.

Main Activities:

- Preparation and maintenance of budgets and charts of accounts;
- Document systems and implement financial policies and procedures;
- Advise and develop policies and procedures related to FRG finances
- Prepare and reconcile bank statements;
- Reconcile intercompany transactions;
- Ensure transactions are properly recorded and entered into the computerized accounting system;
- Prepare income statements;
- Prepare balance sheets;
- Prepare monthly financial statements and report on variances;
- Assist program managers with preparation of funder reports;
- General banking duties as required;
- Assist with the annual audit.

4. Perform other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The Finance Officer would normally attain the required knowledge, skills and attitudes through completion of a Diploma in Accounting combined with a minimum of five years related financial experience.

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ computerized accounting programs (i.e. QuickBooks);
- ✓ electronic procurement software (i.e. Procurify)
- ✓ accounts payable, accounts receivable and maintaining general ledgers;
- ✓ generally accepted accounting principles;
- ✓ fund accounting;
- ✓ internal controls;
- ✓ preparation of financial statements and other financial reports;
- ✓ ability to maintain a high level of accuracy in preparing and entering financial information;
- ✓ ability to maintain confidentiality concerning financial records;
- ✓ an understanding of project management software and databases (i.e. Teamwork);
- ✓ an understanding of First Nations cultural and political environment.

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ attention to detail and high level of accuracy;
- ✓ team building;
- ✓ Accounting and bookkeeping skills;
- ✓ Analytical and problem solving skills;
- ✓ Decision making skills;
- ✓ Effective verbal and listening communications skills;
- ✓ Effective written communications skills;
- ✓ Computer skills including the ability to operate computerized accounting, spreadsheet, email and word processing programs at a highly proficient level;
- ✓ Stress management skills;
- ✓ Time management skills.

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- ✓ Be honest and trustworthy;
- ✓ Be respectful;
- ✓ Possess cultural awareness and sensitivity;
- ✓ Be flexible;
- ✓ Demonstrate sound work ethics.

## **7. Additional duties as requested or required.**

## **WORKING CONDITIONS**

The Finance Office will work primarily in an office setting and may also be required to travel to the field (i.e. First Nation communities, remote communities, wilderness, lakes/rivers, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

### **Physical Demands**

The Finance Office may have to travel in all weather, in small aircraft or spend prolonged periods of time in a vehicle. He/She may have to lift, carry and manage office equipment and supplies. He/She may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. He/She may have to wear specialized field or safety equipment which may be heavy and overly warm (ie steel toed boots, chest waders etc.). He/She, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). He/She may have to work odd or long hours at a time to complete special requests or projects. He/She may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

#### *Office setting:*

The Matawa Building may be a busy facility. The Finance Office may have to work with a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of Matawa First Nation Communities and Four Rivers Environmental Services Group. He/She may find the environment to be busy, noisy and will need excellent organizational, and time/stress management skills to complete the required tasks.

#### *Field setting:*

The Finance Office may be required to work in various weather conditions (hot, rain, snow cold). He/She may have to work alone in remote environments and wilderness. Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). He/She may be required to carry and use safety gear (i.e. first aid, radios, life jackets, GPS, compass, protective gloves or glasses) and navigate by map. He/She may have to work for long periods of time outdoors, and may be exposed to various insects and some remote camping. Occasional site visits may be required to industrial sites. All site-specific safety controls must be adhered to, along with site specific safety training and equipment.

### **Sensory Demands**

Sensory demands can include reading and the use of computer which may cause eye/wrist strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Finance Office to concentrate.

### **Mental Demands**

The Finance Office will have to manage a number of requests and projects at one time. He/She must be aware of Tribal Council policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with stressful situations. Travel and field work may cause fatigue.

## CERTIFICATION

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name                      Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>Manager of Environmental Programs</p> <hr/> <p>Supervisor's Title</p> <hr/> <p>Supervisor's Signature              Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Chief Executive Officer's Signature              Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.