

# MATAWA FIRST NATIONS MANAGEMENT



Job Description

**FINANCE OFFICER**

## **PURPOSE OF THE POSITION**

The Finance Officer is responsible for providing financial and accounting processing and reporting services in order to ensure effective, efficient and accurate financial administration to meet management information and funder requirements to support Matawa's overall operations

## **SCOPE**

The Finance Officer reports to the Comptroller and is responsible for providing financial administration and clerical services for Matawa and its subsidiaries. This includes processing and monitoring payments and expenditures, preparing and analyzing financial statements and other reports. Providing these services in an effective and efficient manner will ensure that Matawa finances 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**

**\*Note** – the Finance Officer duties are subject to a restructuring plan that is underway to meet organizational growth and new service demands, therefore change is imminent.

- 1 Perform the day to day processing of accounts payable transactions for assigned divisions to ensure organization-wide 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 Matawa funds
- Maintain manual and electronic invoice files
- Manage semi-monthly and monthly invoice and statement runs
- Maintain job costing and WIP records in for-profit divisions
- 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 Matawa 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
- 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
- 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
- ✓ 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 relevant Matawa policies and procedures
- ✓ an understanding of the Matawa 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

## **WORKING CONDITIONS**

### **Physical Demands**

The Finance Officer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain.

### **Environmental Conditions**

The Finance Officer will have to manage a number of people, companies and tasks at one time, and may be interrupted frequently to meet the needs and requests of staff, members, clients and suppliers. The Finance Officer may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks on time.

### **Sensory Demands**

The Finance Officer must spend long hours in intense concentration. The Finance Officer must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.

### **Mental Demands**

The Finance Officer will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

## CERTIFICATION

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

\_\_\_\_\_  
CEO's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the organizational structure.

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.