

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

Budget Officer  
Matawa Education Department

## **PURPOSE OF THE POSITION**

Reporting to the Executive Director of Education, the Budget Officer is responsible for providing financial and accounting processing and reporting services to the Matawa Education Department in order to ensure effective, efficient and accurate financial administration to meet management information and funder requirements to support the department's operations.

## **SCOPE**

The Budget Officer is responsible for providing financial administration support and clerical services for the Education Department. This includes processing and monitoring payments and expenditures, analyzing financial statements, budgets, and other reports. Providing these services in an effective and efficient manner will ensure that Education Department 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. The Budget Officer will work in conjunction with the Finance Department from Matawa First Nation Management main office, and relay pertinent financial information to the Executive Director of Education.

## **RESPONSIBILITIES**

- 1 Perform the day to day processing of accounts payable for the Matawa Education Department to ensure finances are maintained in an effective, up to date and accurate manner

### Main Activities:

- Maintain purchase order files and input requests electronically into system for approval;
- Receive and verify invoices and requisitions for goods and services;
- Verify that expenditure transactions comply with financial policies and procedures;
- Maintain listing of accounts payable;
- Maintain updated vendor files and file numbers;
- Maintain close communication with the main office finance department;

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

### Main Activities:

- Ensure the safeguarding of all Education Department 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 as applicable;
- Verify that revenue transactions comply with financial policies and procedures;
- Maintain updated revenue and receivable agreement files and file numbers;
- Ensure timely collection of Tuition payments from applicable Matawa First Nations and funders;

3. Assist with administration and monitoring the financial system in order to ensure that Matawa Education Department 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;
  - Preparation and maintenance of funding agreements;
  - Document systems and implement financial policies and procedures;
  - Ensure transactions are properly recorded and entered into the computerized accounting system;
  - Review monthly financial statements and report on variances or upon request of the Education Manager;
  - Assist Education Manager or program supervisors with preparation of funder reports;
  - Assist with the annual audit.
4. Provide back-up support to applicable department staff in the preparation of funding proposals, Transfer Payment Agreements, and reporting requirements as necessary.
  5. Perform other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The Budget 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;
- ✓ Comprehension 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 Budget Officer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain.

### **Environmental Conditions**

The Budget 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 Budget 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 Budget Officer must spend long hours in intense concentration. The Budget 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 Budget 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

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Executive Director of Education'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.