

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

Finance Officer

Purpose

The Accounting\Finance Officer is responsible for routine financial processing and daily office administration activities. This role is vital to supporting the Program/Staff as well as the Financial Controller.

Scope

The Finance Officer will be responsible for daily routine activities within the finance systems and administration systems of the organization.

The Finance Officer will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures.

Reporting to

Finance Accountability Officer, Executive Director

Education

Minimum high school diploma; College diploma preferred or combination of education and work experience

Professional Designation

None required

Previous Experience

- 1-3 years in an office setting
- Computerized bookkeeping/Accounting (preferably on Sage Intacc/Finance)
- Accounts Payable, Accounts Receivable & Payroll experience

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles.
- Knowledge of relevant legislation (Employment Standards; Occupational Health and Safety; Human Rights; etc.)
- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management
- Mathematical reasoning
- Ability to communicate with internal and external contacts

Proficiency in Computer and Office Equipment Use

- Word processing
- Spreadsheets
- Sage Accounting systems
- Email
- Internet
- Computerized bookkeeping
- Fax
- Photocopier
- Voice messaging system

Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

- The employee may have to travel throughout the region to various communities, during various weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

OFFICE ADMINISTRATION

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Coordinate the maintenance of office equipment

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLES

- Receive and process approved purchase orders, and payment requisitions
- Input and File issued Purchased Orders waiting for invoices
- Match invoices to Purchase Orders Issued and clear out of PO System
- Record invoices received in accounting software
- Reconciliations of vendor accounts as needed
- Ensure documentation on all forms have proper signatures needed before issuing payment for vendors and Clients.
- File payments issued to commercial and non-commercial vendors
- Tracking of client information and financial records
- Archive documents/reports as per fiscal year
- Assist with financial payments, receivables, payables, payroll and reports as required
- Month-end and year-end duties as required

OTHER

Perform other duties as required

Certification

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

EMPLOYEE

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

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____