

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

Finance Manager

QMS#: KKETS FIN HR TEMP
Issue Date: Nov 20, 2023

DEPT: KKETS
Revision #: Date ___/___/___

Approved by: Executive Director

Purpose

The Finance Manager is responsible for maintaining financial, accounting, administrative and personnel services in order to meet accountability and legal requirements and support Kiikenomaga Kikenjigewen Employment & Training Services (KKETS) operations.

Scope

The Finance Manager is accountable to and reports to the Executive Director and is responsible for preparing and providing financial accounting support services to all departments, and other projects.

Direct and oversee the financial management and control systems utilized by KKETS to ensure their effectiveness and efficiency.

Direct and oversee the general administration of the organization including the reception.

Assist the Executive Director with the IT requirements and implementation of policies as approved by the Board of Directors

This position requires liaison with the Executive Director, Matawa and First Nations Managers, Federal and Provincial Governments and auditors, accounting staff and program staff.

Responsibilities

Provide direction, support, assistance, leadership and supervision to finance, administration and IT staff;

Assist Program Managers in, the preparation of core, program and project budgets;

Assist Executive Director and program managers with review, approval and administration of funding agreements;

Maintain filing system for funding agreements (revenue);

Ensure the administration of the reception, general office and IT requirements for the organization are met;

Prepare financial statements in an accurate and timely manner (i.e. Monthly for Program Managers; quarterly for Board of Directors; annual consolidations for audit purposes and other reports as may be needed from time to time by management and funders.)

Maintain General Ledger with organized journal and reconciliation files which document errors and adjusting entries for audit

Recommend additions and/or revisions to the financial policies and procedures on an annual basis and/or as required;

Authorize payments of \$5,000.00 or less;

Prepare, review and verify the accuracy of monthly bank deposit slips, bank reconciliations, trial balances, control and clearing account reconciliations (e.g. A/P, A/R, Intercompany) on a monthly basis;

Ensure that all statutory requirements of the organization are met including Withholding Payments (CPP, EI, Income Tax), Goods and Services Tax / Harmonized Sales Tax, Employer Health Tax, etc.

Review and sign EFT batches, cheque batches and cheques prepared by Finance Officers. Identify and query irregular activity, amounts or coding;

Monitor on-line banking on a daily basis; prepare and circulate direct deposit, service charge and other electronic transaction information to Finance Officer for posting;

Maintain capital assets and amortization records;

Provide financial & accounting services and information to all departments, Program Managers and the Board of Directors;

Assist in the financial management & budget control for all areas of KKETS by maintaining the bookkeeping & management systems of all the KKETS programs; reviewing the monthly financial statements with the Executive Director and Program Managers; reporting the financial status of the organization to the Board of Directors;

Prepare audit-ready annual financial statements and working papers;

Provide information and recommendations with respect to decisions to be made regarding budget preparations & revisions, strategic and financial planning;

Provide staff training with Budgets plans and reporting

Payroll preparation and administration / human resources:

- Oversee, and perform as necessary, all payroll functions to ensure that employees are paid in a timely and accurate manner
- Negotiate and manage employee insurance and benefits plans
- Process and submit statutory and benefit remittances on time
- Issue annual T4s
- Maintain accurate and up to date employee files

Perform other duties and functions as may be assigned from time to time by the Executive Director.

Knowledge, Skills, and Abilities

Knowledge

Ideal Candidate to have Certified Professional Accountant (CA, CMA, CPA or equivalent) with at least five years experience managing a budget of \$5 to \$10 million+.

Experience with computerized accounting system Sage Intacct preferred.

Knowledge of First Nations governments, culture and traditions.

Skills

Proven ability to craft various styles of financial statements suitable for audit, program management, senior management, funders and governing bodies;

Experience directing and training accounting and administrative staff.

Excellent oral and written communication skills.

Ability to work with minimal supervision.

Strong leadership skills.

Ability to speak and understand Ojibway/Cree is an asset.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Finance Manager. The incumbent must also demonstrate the following personal attributes;

- maintain standards of conduct
- be respectful
- be flexible
- demonstrate a dedication to the position, the organization and the member First Nations
- demonstrate sound work ethics
- be consistent and fair

Physical Demands

The Finance Manager may have to travel to remote and road access communities as required. He/She may have to lift, carry and manage equipment and supplies. He/She may have to work odd or long hours at a time to complete special requests or projects. The Financial Controller may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The KKETS office is a fast paced facility. The Finance Manager may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of Managers, member First Nation leaders and members. The Financial Controller may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The office may be noisy and busy making it difficult for the Financial Controller to concentrate.

Mental Demands

The Finance Manager will have to manage a number of requests and projects at one time. He/She must be aware of all Matawa First Nations businesses and any and all relevant legislation, policies and procedures. He/She may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

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: _____