



## Job Description

**Title:** *Finance Administrator*

**Reports To:** *Executive Director*

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### Job Summary

The Finance Administrator contributes to the overall success of the organization by effectively managing the provision of financial services, accurate accounting and payroll, risk management services, administration of pension and benefit plan, as well as general administrative support for the organization and those for which it contracts accounting services. These services can include budgeting, financial planning, reporting and support for audit functions. The Finance Administrator promotes the achievement of the goals and objectives of the organization by helping employees understand financial information, providing accurate, confidential information and providing input to all planning cycles.

### Duties and Responsibilities

#### A: Financial Accounting and Reporting:

1. Develops and maintains timely and accurate financial statements and reports to assist users and that match generally accepted accounting principles (GAAP)
2. Develops, implements, and ensures compliance with internal financial and accounting policies and procedures
3. Ensures that all statutory requirements of the organization are met including withholding payments (CPP, EI), Income Tax, Goods and Services Tax, WCB, Employee Benefits (Pension and Health Benefits)
4. Prepares all supporting information for the annual audit and liaises with the Auditor as necessary for INDC, Treaty Society and Tribal Council
5. Documents and maintains complete and correct supporting information for all financial transactions
6. Assists managers to understand and apply correct financial codes for more accurate reporting
7. Develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable, credit control, payroll and petty cash
8. Reconciles bank and investment accounts
9. Manages the cash flow and prepares cash flow forecasts in accordance with policy
10. Maintains or oversees the general ledger, accounts payable, accounts receivable and payroll
11. Works with the Executive Director to develop and implement policies and procedures to ensure that personnel and financial information is secure and stored appropriately
12. Manages the acquisition of capital assets and ensures that they are properly recorded
13. Handles on-line banking by reviewing balances, transmitting payroll, transferring funds, setting up new accounts and processing on-line payments

#### B: Human Resources, Payroll Preparation and Administration:

1. Oversees all payroll functions to ensure that employees are paid in a timely and accurate manner and systems to track and monitor overtime and leave (sick days, holidays, self care and other leave types) are reviewed and maintained
2. Works with management to negotiate and manage the employee insurance and benefits plans
3. Processes and submits statutory and benefits remittances on time
4. Issues annual T4s and T4As
5. Processes long term disability, paperwork for enrolment, terminations and salary changes
6. Oversees and supervises all program staff (in the absence of the ED); coordinates and participates in the recruitment of staff
7. Takes responsibility for the orientation, performance review and development of staff

8. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and consults with Executive Director when progressive disciplinary actions are required
9. Ensures employee compliance with policies and procedures
10. Coordinates and leads staff meetings, sets the agenda, provides minutes and clearly communicates NSTC information to all staff
11. Keeps the Executive Director informed of sensitive and important issues and events

**C: Budget Preparation:**

1. Establishes guidelines for budget and forecast preparation
2. Prepares annual budget in consultation with management for external partners and/or the governing body
3. Prepares account set up each year
4. Assists Program Managers with the preparation of budgets and the development of budgets related to funding applications

**D: Project Management Accounting:**

1. Maintains financial records for each project in a manner that facilitates management reports
2. Ensures that accurate and timely financial statements are prepared in accordance with contract agreements with funders
3. Provides accurate and timely reporting on the financial activity of individual projects
4. Provides consultation and advice to staff on financial procedures, policies and understanding of financial information
5. Provides preparation for the Audit process including the reconciliation of accounts, review and posting of all sub ledgers to the GL
6. Ensures that annual society and corporations reports are completed and filed as required to maintain societies and corporations in good standing

**E: Risk Management:**

1. Works with management to monitor risk management policies and procedures to ensure that program and organizational risks are minimized through effective controls and checks
2. Advises the governing body on appropriate insurance coverage
3. Maximizes income where possible and appropriate
4. Works with the governing body and the management to negotiate with the Bank for lines of credit or other financial services as required and appropriate

**F: Finance Office Administration:**

1. Oversees the management of all leases, contracts, and other financial commitments
2. Monitors all legislation relevant to the organization (labour code, occupation health and safety, human rights, privacy etc.) and all regulations on professional certification to ensure that the organization is compliant
3. Other duties as assigned or required

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

**Qualifications**

**Education:**

1. Degree in Business Administration, Commerce, Accounting or related field
2. Professional Accounting Designation (CA, CGA, CMA preferred)

**Specialized Knowledge:**

1. Knowledge of generally accepted accounting principles (GAAP)
2. Knowledge of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights as well as requirements for ANNDP Funding and Reporting

**Competencies:**

The Finance Administrator should demonstrate competence in some or all of the following:

1. Leadership & Teambuilding - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches for employee development and provides purposeful feedback for improved performance
  2. Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership
  3. Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
  4. Results Orientation - Pursues excellence while achieving results that meet or exceed customer requirements focusing on the highest priorities
  5. Financial Impact - Delivers on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data into meaningful terms
  6. Innovation - Makes an effort to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement
  7. Continuous Learning - Continuously acquires and applies knowledge, skills and abilities to enhance capacity, performance, and employability and to think about how to bring new ideas to move the organization forward
- Analytical Thinking - Observes identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations

#### **Skills and Abilities:**

1. Ability to work independently and build effective interpersonal relationships
2. Ability to work collaboratively with the Management team in the preparation of budgets and funding proposals
3. Proficiency in the use of computer programs for accounting (Quick Books Pro preferred), word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program)
4. Ability to self-regulate, meet deadlines, have attention to detail
5. Understand and maintain financial records, contracts and other documents according to funding agency policies and procedures

#### **Experience:**

1. Three to Five years of progressive financial experience performing accounts payable, accounts receivable, payroll, general ledgers, budget preparation and financial reporting in a multi-department environment
2. Experience supervising and managing staff

#### **Working Conditions**

1. May be required to work some non-standard hours to attend meetings of the governing body and during specific periods of the accounting cycle such as the Annual Audit.
2. Receives minimal supervision with occasional direction and very few checks of the work performed

#### **Conditions of Employment**

1. Must be able to obtain and maintain a Criminal Records Check
2. Must be able to obtain and maintain a valid BC Driver's Licence

#### **Directly Supervises**

1. All staff in the absence of the Executive Director

#### **General Category:**

1. Operates as part of a team and is flexible about the boundaries and functions of the job
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
3. Ensures that all internal and external deadlines are met
4. Travels as required in the performance of their job
5. Serves on committees as directed by the Executive Director
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
7. Successfully completes all training courses undertaken at the direction of Executive Director
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

