

Kwanlin Dün First Nation

A.	<u>Position Title:</u>	Finance Officer
	<u>Department:</u>	Finance
	<u>Supervisor:</u>	Finance Comptroller
	<u>Date:</u>	June 2025

B. Job Summary:

Reporting to the Finance Comptroller, the Finance Officer is responsible for performing day to day financial service operations in accordance and compliance with all legislation and regulations, and within the parameters of policies of Kwanlin Dun First Nation (KDFN). Responsibilities include ensuring that all financial records and transactions are recorded accurately, making accurate remittances and performing administrative functions as they relate to financial services. The incumbent will respond to all inquiries relating to their functional area.

The Finance Officer will work closely with colleagues within the Finance department and with other departmental contacts. They will provide direct instructions and mentorship to the General Finance Clerks/Accounts Receivable and peer position for the Funding Officer.

Main Duties:

1. Financial Operations
 - a. Approves and/or reviews financial batches for data accuracy, compliance of Financial Administration Act (FAA), Finance Policy and Procedure Manual (PPM) and Purchase Order and Contract Regulations.
 - b. Ensures transactions are imported from external systems and is the point of contact for system related issues.
 - c. Completes monthly reconciliations of general ledger accounts, accounts receivable and accounts payable.
 - d. Finalizes monthly processing for month-end close procedures, including recognition of revenue and expenses.
 - e. Analyzes and completes Journal Entry requests from departments when reviewing monthly program statements. Adjustments are analyzed and delegated to General Finance Clerk for processing.
 - f. Reviews monthly cash deposits prepared by the General Finance Clerk and the monthly reconciliation from external systems.
 - g. Electronically approves EFT payments once appropriate signing has occurred.
 - h. Assists Finance Comptroller at interim and year-end audit sample testing and preparation of applicable working papers and with monthly bank reconciliations.
2. Contract Coordination
 - a. Develops, monitors, tracks and reconciles all contracts ensuring accuracy, validity and budget management for all departments of KDFN and that funds are flowing in accordance with the terms and conditions;
 - b. Communicates with contractors and department directors on contract status, budget availability, signatory requirements and any additional contracting procedures as per the FAA and PPM.
 - c. Provides advice to departments on contraction options.
3. Asset Coordination
 - a. Monitors, tracks and reconciles all capital assets over \$2,000 for all departments of KDFN;

- b. Ensures proper documentation for insurance and registrations are in place;
 - c. Compiles financial data needed for auditing purposes.
 - d. Responsible for maintaining database to support departments and managing acquisition and dispositions for year-end reconciliation.
4. Financial Reporting
 - a. Monitors financial reporting for each department advising on any errors or omissions.
 - b. Provide analysis of expenditures, forecasting, coding corrections and operational metrics and trends.
 - c. Assist Financial Comptroller with financial cost and life cycle analysis, budget adjustments
 - d. Supports and provides advice to departments on current budget and transactional issues
 - e. Assist with peer position the annual budget exercise compiling requests from departments. Provide recommendation and analysis of submissions presented to Finance Comptroller and/or Director.
 5. Support Funding Officer duties in respect to contribution agreement tracking, claim submissions, responding to inquiries from departments, funders and other stakeholders as needed.
 6. Support General Finance Clerk and Accounts Receivable Clerk duties as needed in respect to journal entry management, processing monies received, contacting appropriate personnel and suppliers about missing documentation, posting receipts, advising department directors about any outstanding invoices, etc.
 7. Maintain Finance manuals and administer training/orientations to Finance staff and other department Directors, managers and administrative staff as needed.
 - a. Recommend improvements to the Finance Comptroller for approval and implement updated documents and training
 - b. Brings forward any concerns or issues with related policies and procedures for the Finance Comptroller and Directors consideration.
 - c. Provide mentorship as needed to the General Finance Clerks
 8. Works to ensure confidentiality and security pertaining to the financial systems and records management processes in place, and that all relevant protocol is followed, ensuring accountability and transparency and timely service standards are maintained and achieved.
 9. Administers the effective and efficient implementation of all manual and computerized processes, programs and procedures related to financial systems, making recommendations for positive change to streamline processes. First point of contact for all technical support questions within the Finance department and supports the formulation and implementation of control systems within KDFN.

C. Education and Experience:

- Diploma in Business Administration, Finance or Accounting (or equivalent) with a minimum 3 years' experience in accounts payable/receivable/, financial systems management OR the combination of on-the-job training, coursework, workshops and experience working in accounts payable/receivables/, financial systems management with a minimum of 5 years' experience;

- Experience in managing financial systems and software, including familiarity with computerized accounting software and an intermediate to advanced level of proficiency in Microsoft Excel;
- Working knowledge of accounting principles and practices including accounts payable and accounts receivable systems;
- Experience preparing and submitting applicable remittances, month-end and year-end account reconciliations and reports;
- Experience managing and maintaining contracts;
- Previous experience motivating and mentoring staff is an asset;
- Previous experience administering payroll would be an asset.

Note: Knowledge of Kwanlin Dun First Nations community, heritage and culture, social structure, and traditions is required for success in the position.

Management Skills:

- Effective organizational and time management skills including the ability to multi-task, prioritize work, meet critical regular and irregular deadlines.
- Plan, organize and implement annual reporting requirements which comply with audit and other fiduciary requirements.
- Ability to work closely with and communicate effectively with management.
- Ability to develop, maintain and modify a variety of tracking systems to support and streamline processes to create efficiency.

Interpersonal Skills:

- Able to build and maintain cooperative, trusting and respectful working relationships with KDFN staff, and clients inclusive of community members, business, industry, government and NGO's;
- Ability to work successfully independently and in a team environment;
- Patient, diplomatic, with effective conflict resolution and research skills.
- Ability to foster trust, acceptance with management, staff, colleagues and citizens.
- Ability to motivate, mentor and coach other Finance team members.

Other:

- Willingness to participate in education and training relevant to the success of the Finance Department in anticipation of advancement within the organization is a requirement of all staff.
- Some policy development skill to develop procedures as is necessary to support financial processes within the department.
- Proposal writing, report writing, letter writing skills.

D. Key Personal Contacts and Nature of Contacts:

<u>Contact</u>	<u>Nature of Contact</u>
Director and Finance Comptroller	To receive direction and advice, exchange information, assist with inquiries and resolve problems.
KDFN directors, manager & supervisors	To exchange information, prepare reports, provide advice on matters related to budget, contracts, accounts payable and receivable and to resolve problems.
KDFN staff	To exchange information, provide services, communicate policy and resolve problems.

General Finance Clerks & Finance Clerk Trainee	To exchange & receive information; provide guidance to Accounts Payable staff about process.
Officials of Govt.	Ensure organizational compliance respecting Accounts Payable and/or Accounts Receivable and bank services.
Vendors/Business/Banks	To exchange information and resolve accounts payable, accounts receivable and banking services issues/problems.
Auditors	To exchange information and provide assistance.
General Public	To exchange information and create awareness of Accounts Payable and Accounts receivable systems and how they improve government operations.
Other First Nation organizations	To exchange information.
Contractors and outside agencies	To exchange information on funding programs, contracts and agreements, monitor expenditures and ensure compliance.

E. Direction/Decision Making:

Objectives for this position are developed in conjunction with the Finance Comptroller and/or the Director of Finance. Day to day direction, as required, is provided by the Finance Comptroller. The incumbent is responsible for performing all finance related duties as assigned, and is expected to accomplish the requirements of the position with minimal supervision. The Finance Officer will ensure that all financial operations, functions, records, and transactions under their scope of work are accurate and in accordance with generally accepted accounting practices and in compliance with the Financial Administration Act, and all relevant policies and procedures of KDFN.

F. Impact and Accountability:

This position is accountable for the day-to-day organization and prioritization of their workload. The position must be aware of due dates for payables, receivables and payroll. The incumbent is required to make decisions with respect to timeliness, completeness and accuracy of documents processed and data entered.

The success of this position has a direct impact on each KDFN department, contracts and on the overall goal of a financially responsible government.

G. Positions Supervised:

Directly: None
Indirectly: General Finance Clerk, Accounts Receivable Clerk

H. Working Conditions:

This position is located in a normal office environment. There are frequent, regular interruptions to work and there are regular reoccurring deadlines. Overtime may be required on occasion.

The incumbent is required to spend a significant amount of their time at their desk or on the computer. There is a risk for repetitive strain injury to hands and arms, eye strain and general muscle discomfort. Regular breaks are recommended. White noise from computers, plotters,

printers and other electronic devices is to be expected. There may be occasion when the position experiences upset or angry clientele.

I. Conditions of Employment:

All employees are expected to follow KDFN policies and guidelines in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. Mandatory confidentiality is a condition of employment for all staff of KDFN, and failure to comply may result in dismissal.

- Completion of an acceptable pre-employment criminal records check is required;
- Valid class 5 Driver`s license with access to a personal vehicle;

J. Position Approval:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
<p>Signature: _____</p>	<p>Signature: _____</p>
<p>Date _____</p>	<p>Date _____</p>

<p><u>Manager, Human Resources:</u> (Comments)</p>	<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p>
<p>Signature: _____</p>	<p>Signature: _____</p>
<p>Date _____</p>	<p>Date _____</p>