

# Director of Finance

## Charter Community of K'asho Got'ine in Fort Good Hope, NT.

The Charter Community of K'asho Got'ine in Fort Good Hope, NT, has employment opportunity for a Director of Finance. Reporting directly to the SAO, the Director of Finance is responsible for leading the municipal government's financial, human, and administrative functions. This includes preparing budgets-, conducting financial analysis, and preparing financial reports, developing, and implementing an effective system of accounting, managing the payroll system, and maintaining accurate and current bylaw records.

Responsibilities include:

- Participating in the provision of effective strategic, financial, and human resource planning.
- Provide financial and human resource advice and guidance to the Senior Administrative Officer.
- Provide comptrollership functions to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles.
- Ensure compliance. with financial legislation, policies and procedures and adherence to the terms of Block Funding, Contribution Agreements, grants, and external funding agreements.
- Attend meetings and make presentations to Chief and Council on financial matters.

The successful candidate will possess a professional accounting designation CPA (CGA, CA, or CMA), with a minimum of five (5) years post certification experience and able to work in a cross-cultural setting.

The Charter government offers a competitive salary and benefit package, Staff housing will be available at a reasonable cost

Applicant must be bondable -A criminal record check would be required.

Interested persons please submit resume and cover letter to:

The Senior Administrative Officer  
Charter Community of K'asho Got'ine  
P.O. Box SO  
Fort Good Hope NT, XOE OHO.

By Email: [sao@fortgoodhope.ca](mailto:sao@fortgoodhope.ca)

By Fax 867-598-2024

**Closing Date: Open Until filled.**

We thank all interested applicants, however only those applicants selected for an interview will be contacted.

# **Job Description**

## **Director of Finance**

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Director of Finance is responsible for maintaining financial, accounting, administrative and personnel services in accordance with Federal and Territorial legislation.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Director of Finance reports directly to the Senior Administrative Officer and is responsible for managing financial statements, maintaining cash controls, managing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations. The Director of Finance must work within the Financial Management Act, Charter Communities Act, Charter Community policies and procedures and in compliance with all Territorial Acts and Legislation.

Failure to provide these services may result in improper budgeting and spending allocations misplaced or misused revenues; inaccurate financial statements; and financial mismanagement if the payroll, accounts payable and/or accounts payables are not processed in an accurate and timely manner.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Administer and monitor the financial system in order to ensure that the municipal finances are maintained in an accurate and timely manner

### Main Activities

- Preparation of the budget
- Implement financial policies and procedures
  - Establish and maintain cash controls
  - Establish, maintain and reconcile the general ledger
  - Monitor cash reserves and investments
  - Prepare and reconcile bank statements
  - Establish and maintain supplier accounts
- Process supplier invoices
  - Maintain the purchase order system
  - Ensure data is entered into the system
  - Issue cheques for all accounts due
  - Ensure security for all credit cards and verify charges
  - Ensure transactions are properly recorded and entered into the computerized accounting system

- Prepare income statements
- Prepare balance sheets and monthly financial statements
- Prepare quarterly reports and report on variances
- Assist with the annual audit
- Maintain the computerized accounting system
- Maintain financial files and records

2. Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys

Main Activities

- Ensure the safeguarding of all Hamlet funds
- Issue, code and authorize purchase orders
- Ensure information is entered into the financial system in an accurate and timely manner
- Reconcile the accounts payable
- Prepare journal summaries
- Reconcile the accounts receivable
- Compile source documents
- Issue receipts
- Reconcile weekly deposits

3. Manage employee files and records in order to ensure accurate payment of benefits and allowances

Main Activities

- Ensure new employees are properly documented
- Ensure employee files are established and maintained
- Ensure employee electronic files are established and maintained in the computerized accounting system
- Oversee administration of benefits entitlements
- Verify and report on benefits payments
- Verify annual leave records

4. Manage the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner

Main Activities

- Verify and code timesheets and hours worked
- Calculate employee salaries, deductions and contributions
- Review payroll reports
- Calculate source and miscellaneous deductions
- Ensure pay cheques are processed and distributed

- Ensure leave and lieu time is updated
- Review payroll summaries, journals and reports
- Make adjustments to the payroll as necessary

5. Provide efficient and effective office management

Main Activities

- Manage the filing, storage and security of documents
- Respond to inquiries
- Manage the repair and maintenance of computer and office equipment
- Maintain insurance coverages

6. Perform other duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

Generally accepted accounting principles  
Computerized accounting programs  
Accounts payable and accounts receivables  
Fund accounting  
Preparation of financial statements  
Preparation of financial reports

Municipal services  
Administration of employee benefits  
Payroll systems and reporting  
Understanding of relevant municipal legislation, policies and procedures  
Understanding of the northern cultural and political environment

### **Skills**

The incumbent must demonstrate the following skills:

Excellent leadership skills  
Excellent interpersonal skills  
Team building skills  
Well-developed accounting skills  
Analytical and problem solving skills  
Decision making skills  
Effective verbal and listening communication skills  
Attention to detail and high level of accuracy  
Very effective organizational skills

Effective written communications skills  
Computer skills including the ability to operate and manage computerized financial, payroll and human resource information systems, spreadsheet and word-processing programs, and e-mail at a highly proficient level  
Stress management skills  
Time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in the performing of duties. 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

*Director of Finance*  
3/15/2022

*Pafse5*



## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Director of Finance will spend long hours sitting and using office equipment and computers, which can cause muscle strain.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Director of Finance is located in a busy office. The Director of Finance is faced with constant interruptions and must meet with others on a regular basis. He/she may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients and contractors.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The Director of Finance must spend long hours in intense concentration. The Director of Finance must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail and high levels of accuracy

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Director of Finance must meet several deadlines and 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.

### **Reporting Requirements**

The position of Director of Finance will report directly to the Senior Administrative Officer.

### **Education and Training**

The Director of Finance would nominally have attained a professional accounting designation (CA, CGA, CMA) from a recognized accounting program and have several years of related senior financial and administrative experience.



**CERTIFICATION**

Employee Signature	
Printed Name                      Date	
certify that I have read and understand the responsibilities assumed to this position.	
_____	
Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached 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.