



# Kátł'odeeche First Nation

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## **JOB DESCRIPTION – DIRECTOR OF FINANCE**

### **PURPOSE OF THE POSITION**

The Director of Finance is responsible for planning, directing and controlling financial, human resources and administrative functions for the Kátł'odeeche First Nation (KFN) Government and its Corporations, by following policies and procedures and in accordance with Federal and Territorial legislation.

### **SCOPE**

The Director of Finance reports directly to the CEO/Band Manager and is responsible for managing all financial, human resources and administrative functions. This includes preparing budgets, conducting financial analysis, management of cash and investments and preparing financial reports, year-end preparation and coordination with external auditor, as well as developing and implementing an effective system of accounting, and managing the payroll system.

The position is a hands-on position leading a small accounting team to provide accurate and timely information to the senior management team ensuring effective management of KFN and its Corporations financial resources.

### **RESPONSIBILITIES**

#### **Core Duties:**

- Provide leadership in the ongoing enhancement of management reports and accounting processes.
- Mentor the accounting team.
- Implement operational and accounting changes to enhance operations and ensure the First Nation's assets are properly safeguarded.
- Develop and document operational procedures and implement staff cross-training to ensure continuity of operations during staff turn-over.

- 1) Participate in the provision of effective strategic, financial and human resources planning and information.

#### **Main Activities:**

- Provide financial and human resources advice and guidance to the Band Manager.
- Participate in strategic, financial and human resources planning for KFN and its Corporations.
- With the KFN operations and its corporations research, prepare and submit the annual budgets.
- Prepare detailed reports on financial, human resources and administrative matters.
- Lead the preparation and presentation of monthly program variance reports to management and Council.

- 2) Provide comptrollership functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles for KFN and its Corporations and business interests.

#### Main Activities

- Manage accounting and financial systems and maintain full and accurate accounting records.
- Prepare detailed financial reports and statements.
- Work closely with senior management in analyzing financial results and assist in the execution of a strong strategic plan.
- Provide financial and accounting advice, direction and leadership.
- Ensure compliance with financial legislation, policies and procedures and adhere to the terms of Block Funding and Contribution Agreements.
- Ensure the Corporations operate profitably and within the policies approved by KFN Council.
- Develop and implement purchasing practices and monitor the purchasing system.
- Prepare tender documents and administer contracts.
- Respond to auditors' comments concerning finances and operations and oversee required action to address deficiencies.
- Approve the Chart of Accounts and maintain commitment controls.
- Implement and monitor payment authority practices.
- Establish and maintain cash controls.
- Monitor department spending and recommend corrective actions as necessary.
- Manage investments and reserves accounts.
- Reconcile general ledger accounts.

- 3) Manage and coordinate human resources and administrative functions including personal administration and payroll for KFN and its Corporations.

#### Main Activities

- Manage the payroll system in order to ensure all staff are paid on a timely and accurate basis.
- Provide advice and assistance on human resource planning and management issues.
- Ensure personnel records and files are maintained.
- Manage the preparation and oversight of T4, T4A's and other CRA payroll reporting requirements;
- Ensure the maintenance of computer systems and backups.

- 4) Provide leadership and direction to Finance and Administration staff to ensure efficient use of human resources.

#### Main Activities

- Establish and maintain internal controls to ensure compliance with financial and human resources legislation, policies and procedures.
- Evaluate the performance of, and provide training and development opportunities for, Finance and Administration staff.
- Manage the maintenance and upgrade of financial, payroll and human resources information systems.

- Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to section employees.
- Develop and document operational procedures and implement staff cross-training to ensure continuity of operations during staff turn-over.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

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|---|---|
| ✓ generally accepted accounting principles  | ✓ administration of employee benefits   |
| ✓ computerized accounting programs          | ✓ payroll systems and reporting   |
| ✓ accounts payable and accounts receivables | ✓ office administration   |
| ✓ fund accounting                           | ✓ an understanding of relevant municipal legislation, policies and procedures |
| ✓ preparation of financial statements       | ✓ an understanding of the northern cultural and political environment         |
| ✓ preparation of financial reports          |   |
| ✓ municipal services                        |   |

### **Skills**

The incumbent must demonstrate the following skills:

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| ✓ excellent leadership skills  | ✓ strong written and verbal communication skills   |
| ✓ excellent interpersonal skills   | ✓ effective written communications skills  |
| ✓ team building skills   | ✓ experience with Sage accounting software   |
| ✓ well developed accounting skills   | ✓ computer skills including the ability to operate and manage computerized financial, payroll and human resource information systems |
| ✓ analytical and problem-solving skills  | ✓ experience with the Microsoft Office suite at a highly proficient level  |
| ✓ thorough knowledge of PSAS and ability to apply knowledge to a First Nation Organization               | ✓ strong mentor and leader stress management skills  |
| ✓ decision making skills   | ✓ time management skills   |
| ✓ effective verbal and listening communications skills   |  |
| ✓ exceptional financial accounting knowledge with a solid understanding of financial reporting processes |  |
| ✓ attention to detail and high level of accuracy   |  |
| ✓ very effective organizational skills   |  |

### **Personal Attributes**

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

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
- ✓ ability to work in a fast-paced multi-tasking environment

The Director of Finance would normally have attained a professional accounting designation (CPA) from a recognized accounting program and have several years of related senior financial and administrative experience.

## **WORKING CONDITIONS**

### **Physical Demands**

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

### **Environmental Conditions**

The incumbent is located in a busy office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

### **Sensory Demands**

The incumbent must spend long hours in intense concentration. The incumbent 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**

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.