



KWAKIUTL BAND COUNCIL

Job Title: Finance Administrator

Reports To: Band Manager

Program Department: Finance

Work Location: Band Office

Job Summary: Under the general direction of the Band Manager, this position is responsible for the overall Finance and Administration of the Council. This position is also responsible for the integrity and accuracy of the financial reporting system. The incumbent is responsible for all financial and fiscal management aspects of the Kwakiutl, allowing for the administration of the organization in a cost effective manner, and responsible for the organization of the Human Resource/Personnel.

The Finance Administrator has the lead role in coordination of the accounting, financial reporting, and budgeting activities within the organization to manage the organizational funds in a fiscally prudent manner to ensure adequate cash flow to meet the band's needs.

Cultural Safety

It is paramount that all positions within Kwakiutl Band Council strive to communicate and serve the Kwakiutl people in a manner that respects, enhances and promotes the cultural identity and well being of both the individual and community. This position will strive for cultural safety by:

- Gaining cultural awareness and cultural sensitivity
- Understanding and complying with any Kwakiutl policies or position statements on “cultural safety” (and ensuring it is reflected in individual training / professional development plans);
- Ensuring that plans, policies and activities undertaken promote the holistic health and well-being of the Kwakiutl in a way that incorporates and promotes the cultural aspects of the Kwakiutl people and traditions; and
- Overall, assisting in the articulation and establishment of cultural influence expectations in program planning and day-to-day operations.

Main Duties

1. Financial Management:

- Provides accurate, useful, and timely financial statements, financial management reports, analysis and recommendations to the Administration, other departments, Leadership, and community as required.
- Responsible that all financial functions are carried out in a cost effective and efficient manner, by establishing financial cost reporting and budget tracking to ensure full utilization of resources.
- Reviews contribution agreements for consistency and accuracy. Ensures that financial management practices adhere to government regulations and procedures.
- Provides supervision and training of accounting staff.
- Develops and recommends accounting standards, policies and procedures for the Council. Advises executive on policies with regard to administrative matters.
- Reviews the General Ledger and financial records monthly. Ensures that all balance sheet accounts are reconciled on a monthly basis.
- Oversees Accounts Payable and Accounts Receivable.
- Manages monthly, quarterly and year-end close.
- Monitors banking activities of the organization.
- Oversees the performance of GL account analysis and reconciliations.
- Oversees the processing of revenue, expenditure, and position control documents, department budgets, general ledger account maintenance and data entry.

2. Strategic Planning:

- Assists in the implementation of short and long-term goals that reflect the needs of departments, leadership and community..
- Researches and prepares operational plans for the cost effective administration of the organization. Implement and control with Senior Managers a budgeting cycle.
- Approves and coordinates changes and improvements in automated financial and management information systems for the band.
- Responsible for managing the finance of all proposals and projects.
- Develops a disaster recovery plan of financial records.

3. Controllership:

- Assists Directors and Managers with developing annual forecasts and budgets, provides analysis and prepares final reports for review by the Band Manager, Finance Committee, Leadership, and community.
- Responsible for monitoring financial records, cash management / cash flow, and quality control.

3. **Controllership** (cont'd.):

- Responsible for monitoring contractual agreements and contribution agreements.
- Responsible for reporting to the Band Manager, Finance Committee, Chief & Council and community on financial or management issues and the impact of issues from Council's perspective.
- Responsible for the coordination of the annual audit by ensuring all schedules are prepared, all reconciliations are complete and documentation is available.
- Reviews audited financial statements for accuracy and acceptability of format. Prepares management's response to Auditor's recommendations in consultation with the Band Manager, Finance Committee, and Chief & Council.

4. **Human Resource/Personnel:**

- Supports departments in ensuring that the recruitment, selection, orientation and training procedures are complying with Kwakiutl' policies and procedures.
- Supports departments in conducting annual performance evaluations are completed of band employees.
- Assists in monitoring and makes recommendations to ensure that the policies and procedures of the council are adhered to.
- Supports departments in the creation and approval of job descriptions, proper employee files, bench marking, and approval of final postings for recruitment.
- Supports departments in mediating personnel issues in relation to employees—including recommendations on progressive discipline and training.
- Advises Band Manager, Directors, and Managers on policy, Federal Labour Standards, and Human Rights issues on personnel issues.

5. **Other Related Duties:**

- Coordinates the Finance Committee Meetings and provides technical assistance as required.
- Oversees the development and maintenance of relevant financial systems.

C. Knowledge & Skills

Education: Undergraduate degree in Business or Administration (or equivalent experience) specializing in accounting or finance or an accounting designation (CMA, CA, CGA) is required. Mediation and conflict resolution would be an asset. A minimum three years direct experience is required. Proven financial management and supervisory background.

Experience: The position must have a strong knowledge of First Nation Government systems and issues, knowledge of Aboriginal Funding Agreements, Knowledge of Human Rights Legislation, Federal Labour Laws, and knowledge of issues facing BC First Nations. The position requires comprehensive knowledge and demonstrated experience with GAAP. Position requires extensive expertise in all areas and ability to provide sound advice and make decisions. This position leads others, coordinates and manages employees. Position requires advanced knowledge in a variety of areas i.e., financial, human resource, and programs.

Management Skills: The position is responsible for the management of employees, evaluating projects at a strategic level that sets direction, which effects the organization as a whole.

Interpersonal Skills: The position must have strong interpersonal skills, ability to negotiate agreements. Strong problem solving and conflict resolution skills, ability to successfully negotiate agreements and motivate employees/other parties on a regular basis.

D. Decision Making

Independent Judgment: The position has a wide range of alternatives to work within. The position develops policies and projects; independent thinking and judgement is required. Ability to set goals and long term planning. Provide advice and guidance to the Band Manager and Chief & Council.

Problem Solving: The Position develops long term planning, develops and recommends policy to Senior level in different multi-program areas, ie; all financial software, administration, human resource matters, including the responsibility of the revenue, expenditures, trusts, and investments.

F. **Working Conditions**

The position is located in a normal office environment. The incumbent is often required to meet regular and critical deadlines with little notice. Compiling information may require overtime. Often a high level of concentration is required with frequent interruptions. Stress may be encountered when responding to inquiries or interacting with people of different values and in dealing with personnel issues. Daily-sustained interaction with the computer may result in medium level of discomfort.

G. **OTHER JOB INFORMATION:**

- In order to be awarded this employment, candidates must successfully and periodically undergo (i.e., every year or as needed) an appropriate criminal records review and police record check to demonstrate that there are no relevant charges or convictions. KBC will reimburse the cost of doing undergoing the criminal records review and police record check..
- May be required to periodically outside of normal working hours (including overtime), and to function independently.
- Ability to plan and work with little supervision.
- Successful applicant must agree to abide by KBC organizational policies (i.e., personnel policy and other policies).
- Ability to work independently, to organize work, prioritize workload, possession and application of excellent communication skills (written, inter-personal).
- Must be respected within the community.
- Preference may be given to Aboriginal applicants and those with more than 3 years related experience.
- Must perform other duties as assigned.