



Job Description

Finance Officer

IDENTIFICATION

Job Title: Finance Officer **Supervisor's Position:** Director of Finance

Job Status: Permanent Full Time Mon to Fri - 37.5 hrs. per week

Location: Inuvik Town Hall

PURPOSE OF THE POSITION

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

The Finance Officer is responsible for maintaining financial, accounting, and administrative services in order to meet legislative requirements and support municipal operations.

SCOPE

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

The Finance Officer reports to the Director of Finance and is responsible for maintaining cash controls and accounts payable, preparing statements of accounts and managing office operations. The Finance Officer must work within the Municipal Financial policies and procedures and in compliance with all Territorial Acts and Legislation.

Failure to provide adequate services may result in lost or misused revenues, inaccurate financial information and financial hardships for contractors and suppliers if administrative and accounts payable functions 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 (MAIS) to ensure that the municipal finances are maintained in an accurate and timely manner by:
 - Implementing financial policies and procedures
 - Establishing and maintaining cash controls, general ledger, and supplier accounts
 - Processing suppliers' invoices
 - Maintaining the purchase order system
 - Preparing cheques for issuance to vendors/suppliers
 - Preparing and reconciling of all municipal bank accounts
 - Ensuring security for all credit cards, reconcile and verify charges and process payments
 - Ensuring transactions are properly recorded and entered into the computerized accounting system
 - Monitor and maintain contribution agreement files, provides financial information to support agreement obligations, follow up on payments owed under the agreement
 - Completing quarterly spreadsheets and invoicing for required vendors
 - Maintaining financial files and records as well as the computerized accounting system
2. Maintain the accounts payable system in order to ensure complete and accurate records of all funds owed by:
 - Distributing, verifying and data entering all accounts payable invoices
 - Preparing cheques, obtain signatures and distribute/mail cheques with required attachments
 - Maintaining accounts payable files
 - Preparing all entries required to balance sub ledger to general ledger
 - Reconciling all accounts payable accounts and sub ledger
 - Ensuring all entries are posted correctly to general ledger
3. Prepare bank reconciliations for payroll and general accounts by:
 - Verifying and record all outstanding items
 - Recording and taking action on returned cheques
 - Ensuring all entries in the bank account are properly recorded in the general ledger
 - Ensuring all deposits are properly recorded and deposited in a timely manner
4. Provide backup duties for the cashier/receptionist and accounts receivables as required by:
 - Responding to general enquiries, proving cash receipts, verifying daily cash reports and issuing lottery licenses

- Issuing accounts receivable invoices

5. Provide financial and administrative support to the Director of Finance and/or the Senior Administrative Officer and other employees.

6. Perform other duties as required directly related to the major functions of the job.

KNOWLEDGE, SKILLS AND ABILITIES

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

The incumbent must have proficient knowledge in the following areas:

- Computerized accounting programs
- Accounts payable and accounts receivable
- Generally accepted accounting principles
- Preparation of financial reports
- Office administration
- An understanding of relevant municipal legislation, policies, and procedures
- An understanding of the northern cultural and political environment

The incumbent must demonstrate the following skills:

- Team building skills
- Accounting and bookkeeping skills
- Analytical, problem solving and decision making skills
- Effective communication skills both oral and written
- Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level
- Stress and time management skills

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
- Confidentiality

The Finance Officer would normally attain the required knowledge, skills, and abilities through completion of a Diploma in Accounting or Business Administration and/or completion of the second level of a recognized accounting program combined with related financial experience.

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 Finance Officer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Finance Officer may also have to do some light to moderate lifting of supplies and boxes of materials from time to time. This may lead to mild muscle strain.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Finance Officer works primarily in a controlled office environment. He/she may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands

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

Sensory demands can include fairly constant reading and use of the computer, requiring periods of intense focus and concentration, which may cause eyestrain and occasional headaches. The municipal office may be noisy and busy making it difficult for the Finance Officer to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

Significant stress is caused by the need to discontinue services to residents when necessary. The Finance Officer 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, particularly around month end and year end.

CERTIFICATION

Employee Signature		Supervisor's Title	
Printed Name	Date	Supervisor's Signature	Date
I certify that I have read and understand the responsibilities assigned to this position.		I certify that this job description is an accurate description of the responsibilities assigned to the 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.