



Nunavut Planning Commission Senior Finance Officer Job Description

General Information

Job Title: Senior Finance Officer
Department: Finance

Status:
Reports To: Director of Finance

Purpose of Position

Under the direction of the Director of Finance, the Senior Finance Officer is responsible to ensure day-to-day accounting and financial and general administration services are provided to the Nunavut Planning Commission.

Impact

- Verification and timely processing of financial transactions prevent financial loss, legal claims and delays in payments and proper utilization of Commission funds.
- Complete and accurate information given to the Executive Director and Senior Management Team leads to smooth running of the Commission and its public image and provides the foundation for sound business decision making.
- Detection of incorrect or excessive charges from vendors prevents overpayment of expenses.
- This position is charged with maintaining confidentiality of financial information and confidential contract information.
- Regular processing, review and reconciliation of accounts identifies errors early and facilitates correction.

Essential Duties and Responsibilities

1. Accounting and Finance:
 - Perform the general accounting function, accounts payable, accounts receivable, pre-audit and file search for accounting.
 - Ensures all financial transactions are processed accurately and timely including accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements.
 - Ensure revenues are recorded accurately and received in a timely manner.
 - Ensure month and financial reports are complete and accurate.
 - Ensure monthly variance reports are complete and accurate.
 - Ensure the day-to-day banking and credit card requirements are met and reconcile banking and credit card records on a monthly basis.
 - Ensure that bi-weekly payroll is prepared accurately and have approved as per procedure, and maintain employee pay and benefits information and records.
 - Administers, calculates and has paid out in a timely manner approved travel advances and claims for Commission members and staff.
 - Assist the Director of Finance and Auditor in preparing annual audit.
 - Ensures financial signing authorities policies are maintained and adhered to.
 - Assists in the analysis of financial activity for cash flow and budgeting processes.
 - Ensure financial systems, data and controls are maintained to prevent loss through risk, error or fraud
 - Respond to customer inquiries, maintain good customer relations and solve problems.
 - Work and participate in a Team oriented work environment.
 - Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
 - Other duties as required.

Other Duties and Responsibilities

1. Act for Director of Finance in his/her absence.
2. Assist with administration and other duties:
 - Assist with proper storage and retention of files and documents
 - Assist with other administrative work as required
 - Any other duties assigned
3. Maintain professional knowledge of financial systems and methodologies.

Knowledge & Skills:

- Accounting systems
- Generally Accepted Accounting Principles/IFERS
- Personnel administrative activities
- Team oriented
- Nunavut Agreement
- Good communication skills, both written and verbal
- Good organization skills
- Good presentation skills
- Good interpersonal skills including the ability to use tact and diplomacy and work under pressure
- Problem solving skills
- Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset

Ability

- Familiarity with computers, communications systems and word processing
- Working knowledge of Office software (Outlook, Excel, Microsoft Word, Access)
- Ability to summarize complex ideas and principles in English and Inuinnaqtun
- Prioritize effectively
- Deal with interruptions and changes in priorities
- Work as an active member of a multi-disciplinary team
- Work as a Team member and independently when needed.

Education

- Grade 12 Diploma
- Completion of college or other courses in accounting, bookkeeping or computer operation preferred
- Degree in business, finance, or accounting or equivalent in experience in the north preferred for career advancement

Experience:

- Minimum four years in upper level or senior finance/accounting position
- Personal and professional experience in the Arctic or in a cross-cultural setting
- Candidate must be willing to submit and pass a criminal records check

Theories and Principles

General knowledge of the Nunavut Planning Commission mandate, the Nunavut Agreement (NA) and other Institutes of Public Government created from the NA, general awareness of land use planning, community consultation, economic development, natural resource development environmental protection and a general understanding and knowledge the traditional life of Inuit.

Physical Demands

- Travel by aircraft, watercraft, snow machine or automobile involves sitting in tight, often cramped spaces for many hours at a time.
- The travel may involve exposure to inclement weather and rough terrain.
- The exposure to the glare from a computer screen, sitting and focusing on reading for long periods of time may lead to eye, neck and back strain. Repeated use of finger and wrist muscle when using a keyboard can cause muscular pain or carpal tunnel syndrome.

Work Environment

- The work is performed in an open office environment and involves continuous exposure to noise and confined office space and involves sitting for long periods both in the office and during meetings, workshops and consultations, as well as exposure to video screen glare for 60% of working time.
- Some time may be at communities or remote mining and resource development sites, with extreme weather conditions, long periods of darkness and insects.

Mental Demands

- There is a continuous requirement to deal with lack of privacy, numerous interruptions, frequent time pressures and deadlines on projects, reports and briefing notes, multiple changing priorities and lack of control over pace of work.
- There may be a need to travel public / government meetings, workshops or training which requires time away from home and adjustments to different schedules and hours of work. Due to flight scheduling in the north, travel on weekends is often required.
- Peak periods require the incumbent to constantly exercise organization and priority setting skills. Usually physical (exhaustion) and mental stress (balancing multiple demands) develop during these times. Tight deadlines, financial restraints, conflicting priorities, multiple demands and fast paced workload may lead to stress, anxiety and mental fatigue.
- While attending meetings, workshops, hearings or training there may be extended periods where sustained attention and intellectual effort will be required placing increased pressure on the psychological / emotional effort required of the incumbent.
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources.

Validation of Job Description

This Job Description has been reviewed by and agreed to by the Executive Director and the Incumbent.

Executive Director

Incumbent

Date: _____

Date: _____