

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-05121	Manager, Finance & Administration	Director, Corporate Services (08-03770)	08050-01-1-235-0800000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Corporate Services (08050-01)	Iqaluit	Iqaluit

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Manager, Finance & Administration is responsible for managing critical financial and administrative services for the Department.</p> <p>The position reports directly to the Director, Corporate Services. Duties include, but are not limited to: financial control and compliance, operational planning, financial and administrative support to managers, preparation of the financial components of the departmental Business Plan and Main Estimates, accounts payable, grants and contributions, casual payroll, and inventory control. In addition, the position is responsible for interpreting legislation, regulations, procedures and guidelines in order to ensure the efficient processing of financial transactions and accounts payable requests.</p> <p>The incumbent's ability to establish and develop internal accounting controls and applicable administrative procedures supports the Department's ability to comply with the requirements of the <i>Financial Administration Act</i> and the Financial Administration Manual (FAM).</p>

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
<p>Located in Iqaluit and reporting to the Director, Corporate Services, the Manager, Finance & Administration is responsible for the effective and efficient administration of Culture and Heritage's financial and administrative resources. The Manager safeguards government assets, ensures compliance with the <i>Financial Administration Act</i> and (FAM), ensures adherence to Generally Accepting Accounting Principles (GAAP), and ensures compliance with all applicable government and internal financial and administrative departmental policies and regulations. As a result, financial and administrative compliance is dependent upon the incumbent's ability to effectively administer these program responsibilities.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Dimension and Scope of Responsibility:

Reporting directly to the Manager, Finance & Administration are the following four positions:

- ◆ Finance Officer (08-03267)
- ◆ Finance Clerk (08-10317)
- ◆ Grants and Contributions Financial Analyst (08-10273)
- ◆ Administration Officer, Grants and Contributions (08-05067)

In addition, the incumbent oversees accounts payable for a total Vote 1 Operations and Maintenance budget that exceeds \$26 million dollars, Vote 2 Capital budget that exceeds \$500,000 and Vote 4/5 budgets that exceed \$7.7 million annually. The Manager also has both Payment and Expenditure Authority up to the limits established by the department for the position.

1. Supervisory Administration:

- ◆ Provide direction, mentoring, set goals and objectives for staff, complete performance evaluations and administrative leadership for applicable program staff;
- ◆ Complete staffing action requests and participate during the screening and hiring process for new employees;
- ◆ Monitor, review and approve leave forms, overtime forms and casual time sheets;
- ◆ Monitor staff attendance and imposing progressive discipline on other employees if problems develop;
- ◆ Develop and implement office space allocation plans;
- ◆ Effectively allocate resources to meet program objectives;
- ◆ Monitor and report on all program expenditures;
- ◆ Participate in program related inter and intra-governmental committees as required;
- ◆ Develop, monitor and report on program result indicators;
- ◆ Monitor progress toward the achievement of program goals;
- ◆ Develop and implement staff training and succession plans;
- ◆ Train and mentor designated Intern staff, casuals and relief workers when required;
- ◆ Work to incorporate Inuit Societal Values into all aspects of program delivery.

2. Financial Administration:

- ◆ Assist the Director, Corporate Services in the development of budgets, variance reports, expenditure projections, operational plans, Business Plans and Main Estimates documentation;
- ◆ As requested, prepare other management and financial reports when requested by the Director, Deputy Minister or Assistant Deputy Minister;

- ◆ Ensure adherence to the provisions of the *Financial Administration Act*, Financial Administration Manual and all other relevant government and/or departmental policies and procedures;
- ◆ Ensure adherence to Generally Accepted Accounting principals (GAAP);
- ◆ Manage the financial and reporting aspects of all third-party contracts;
- ◆ Establish strong budgetary controls to ensure expenditures meet the requirements of GAAP and the *Financial Administration Act* and Manual;
- ◆ Notify the Director, Corporate Services about any accounting concerns or financial control areas that require improvement;
- ◆ Perform regular analysis of monthly expenditures and initiate corrective action to ensure budgets are not exceeded;
- ◆ Notify managers when projections indicate any budgets may be exceeded;
- ◆ Support the Budget Analyst in the development of monthly variance reports and year-end projections as required;
- ◆ Monitor revenues and recoveries, ensuring timely and accurate processing and coding;
- ◆ Ensure managers account for 3rd party contracts by reconciling revenues and expenditures, as well as preparing and submitting interim and final reports to the appropriate funding agency;
- ◆ Maintain data input control, batching of all input documents and complete vender files;
- ◆ Provide efficient, timely and accurate processing of all accounts payable and commitments, ensuring the necessary backup, expenditure authorities and supporting documentation are in place;
- ◆ Assist in the completion of financial documents such as contribution agreements and service contracts;
- ◆ Provide regular reports to the Director, Corporate Services and departmental managers on the status departmental expenditures that affect financial stability, and recommend appropriate action and intervention when required;
- ◆ Provide technical advice and support to managers and investigate accounting irregularities to minimize the possibility of fraud or misuse of public funds;
- ◆ Ensure all financial documents are correctly coded;
- ◆ Monitor financial reports and year-end financial statements for possible problems;
- ◆ Monitor the status of accountable advances on a monthly basis to ensure that reporting and repayments are received in a timely manner;
- ◆ Ensure compliance with GN Contract Regulations;
- ◆ Coordinate audits when required, and assist the auditors to obtain any required financial information;
- ◆ Ensure all bank reconciliations are completed in accordance with FAM;
- ◆ Ensure all Visa statements are reconciled on a monthly basis;
- ◆ Ensure Signing Authority Records are maintained and financial limits are followed;
- ◆ Ensure all GL accounts are reconciled on a monthly basis;
- ◆ Ensure all employee payroll information is accurate and submitted in a timely fashion;
- ◆ Coordinate financial training sessions for employees;
- ◆ Coordinate all departmental, including travel advances.
- ◆ Perform other related duties as required.

3. Coordinates the Financial Year-End

- ◆ Provides feedback and makes recommendation to the Department of Finance regarding financial year-end procedures;
- ◆ Leads compliance with the year-end procedures for the Department as outlined in the year-end instructions manual provided by the Department of Finance;
- ◆ Communicates with departmental staff to ensure all audit requirements are met.
- ◆ Ensure compliance with year-end compliance timelines.

Performing other duties as assigned by the Director.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Knowledge

The incumbent requires sound knowledge of the following: government financial administration; human resource administration; collective agreements; Generally Accepted Accounting Principles; Canada Customs and Revenue Agency regulations; government contract procedures; government policies, legislation and regulations; government computerized accounting systems, records management, data entry and computer applications. A recognized accounting designation or Bachelor of Commerce degree (accounting major), and 5 years of directly related financial and management experience, including a minimum of 2 years of supervisory experience is a requirement for the position.

Other equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.

Skills

The incumbent needs to have skills in the following areas: the ability to understand complex legislation, regulations, formula funding models, manuals, guidelines, policies and procedures; skill operating computerized accounting systems; excellent communication skills (both verbal and written); client services and conflict resolution skills, time management skills and the ability to maintain confidential information.

Abilities

The incumbent needs the following proficiencies that are required to do the job efficiently: initiative, self-confidence, adaptability, respect for others, a cooperative attitude, honesty, friendliness, and the ability to work in a cross-cultural environment.

The incumbent also needs to have management ability and experience, including the ability to handle multiple tasks during frequent busy periods, computer proficiencies, and the ability to understand, interpret and comply with complex legislation, regulations, policies and guidelines.

The ability to speak and write in Inuktitut would be considered an asset.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Most of the incumbent's time is spent in a sitting position working at a computer terminal, typing, reading, analysing and preparing financial reports, which can cause back, muscle and eye strain.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

The incumbent works in an office environment with frequent disruptions, impacting the ability to concentrate. Travel may be required to regional offices and communities in all weather conditions to provide assistance to departmental staff and other clients. Deadlines and timeframes for completing tasks are often very short which results in a high stress environment.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

The incumbent spends a substantial amount of time in front of a computer terminal. This can result in eyestrain and other levels of physical discomfort. The incumbent also spends a great deal of time reviewing financial documents, reports and statements under tight timeframes, which can result in fatigue and eyestrain.

Reading printed material and looking at a computer monitor for extended periods of time combined with artificial light, is visually fatiguing.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

The incumbent often faces extreme pressure to meet deadlines while maintaining reasonable financial controls. Pressure to meet these deadlines and provide a high degree of accuracy contributes to a high level of employee stress and burnout.

7. CERTIFICATION

<p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____</p> <p>Supervisor Title</p> <p>_____</p> <p>Supervisor Signature</p> <p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Minister</p> <p>_____</p> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.