



Job Description

Section 1 – Position Description

<i>Position Title</i>	Finance and Administration Coordinator
<i>Location</i>	Whitehorse
<i>Full or Part time?</i>	Full Time
<i>Salary</i>	Commensurate with experience
<i>Position Status</i>	Permanent following 6 month probation

Section 2 - Position Summary

Reporting to the Executive Director, this position directs, plans, coordinates, manages, evaluates and implements financial and administrative systems and functions of the KDCS in accordance with the KDCS Financial Policy manual, and other established regulations, directives, policies and deadlines. The Finance and Administration Coordinator implements operations, accounting, financial, and contracting services for the management and delivery of projects, programs and services for the organization. This position is responsible for supporting and directing the development, implementation, maintenance, and ongoing evaluation of expenditures, financial systems, records management, capital planning and administrative support services.

Section 3 - Principal Duties and Responsibilities

Principal duties and responsibilities are interpreted as being descriptive and not restrictive in nature.

1. Manages all accounts payable and receivables and ensures the proper recording of all financial transactions of the organization, including, but not limited to payroll, sales, purchases, income, receipts and payments, in accordance with Generally Accepted Accounting Principles (GAAP) and Accounting Standards for Non-Profit Organizations (ASNPO). These duties are to be carried out accurately and on a weekly, bi-weekly, monthly and annual basis.
2. Maintains both electronic and paper copies of payment records and files all relevant records in accordance with GAAP and ASNPO and ensures that daily backups of computerized records are completed. Ensures that the accounting data on the computer is copied to storage media and kept in a fireproof safe.
3. Maintains records of the organization's accounts and produces financial records and reports as requested by KDCC staff for reporting purposes and the KDCS Governance Council. Each month, within two weeks of receipt of the banking statements, the Finance and Administration



Coordinator must reconcile the bank and visa statements with the electronic books of account and make the reports available to the Executive Director for reviewing.

4. Produces annual financial reports and other financial reports as required by funding agencies, KDCC staff or the KDCS Governance Council. In preparation for the annual audit, this position, in conjunction with the immediate program managers and the Executive Director, ensures that all required working documentation is prepared. This position prepares financial reports and forecasts for the individual KDCS programs as required by funders and submits them to program managers.
5. Ensures the maintenance of all financial records including, but not limited to: bank deposit books; supporting documentation for accounts payable and receivable; documentation related to origin of funds received and for where they belong; records of all cash disbursements; proof of payment (including cancelled cheques); invoices, documents substantiating disbursements; payroll records; donation receipts; and supporting documentation. These financial records are to be maintained on site at KDCC.
6. Maintains and keeps source documents for the current and preceding fiscal year secure in the Finance Office. After each annual audit, this position ensures that the documents for the year preceding the one just ended are transferred to permanent storage. This includes, but is not limited to, general ledgers, journal entries, and payroll records. All financial records are maintained in storage for 7 years. Records related to 10-year gifts and insurance policies are maintained for the life of the organization plus two years.
7. Maintains confidential personnel and payroll information and keeps accurate records of payroll and remittances for all staff. Processes special returns and remittances, such as garnishment orders, as required.
8. Supports and coordinates with other staff to ensure the success of the KDCC, which could include participating on internal committees to assist with other programs and events.
9. Assists the Executive Director and/or the Secretary-Treasurer of the Governance Council with inquiries relating to the organization's accounts and bookkeeping.
10. Other related duties as required or assigned.

Section 4 - Specific Accountabilities

What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?

The Finance and Administration Coordinator is responsible for ensuring the complete and accurate processing of financial transactions for the organization and ensures appropriate and timely reporting systems are in place and met. The impact of the position is on the effective



strategic management, control, validity and appropriateness of expenditures with optimum utilization of resources allocated for meeting organizational goals and objectives. This position is also responsible for managing and processing payroll, leave and benefits on behalf of the organization; errors made in this area can adversely impact other employees and the organization as a whole.

Section 5 - Decision Making

The Finance and Administration Coordinator is responsible for the day-to-day accounting of financial resources and the implementation of financial and administrative systems, practices and procedures. The position provides interpretation of the KDCS Financial Policy and Procedures specific to existing and proposed programs and services.

Section 6 - Personal Suitability

This position requires an individual who has outstanding interpersonal and organizational skills, and a strong ability to work as part of a team. The incumbent will possess knowledge of financial accounting systems, has excellent written communication skills and has recent, relevant experience working in First Nation or Non-Profit organizations. A friendly, personable, and diplomatic demeanour is required. Success in this position requires a strong attention to detail and effective time-management skills.

Section 7 – Qualifications

Education and Experience:

- Experience providing financial management and accounting, knowledge of GAAP and ASNPO and legislation and industry standards related to the accounting of non-profit organizations.
- Detail oriented.
- Knowledge of SAGE, Quickbooks and TSheets accounting programs or other similar software programs.
- Knowledge of Reserve or other similar event sales/booking software.
- Knowledge of WEB ROE.
- Effective time-management and ability to work in a high stress environment and respond to multiple competing deadlines effectively.
- Exceptional organizational skills, and excellent verbal and written communications skills.
- Ability to read, understand and interpret policies, acts, legislation and principles relating to the financial management and overall administration of a non-profit organization.
- Ability to work independently and as part of a team.
- Fluency in English is required.
- Ability to work in a cross-cultural environment is essential.
- First Aid certification is an asset.



Section 8 – Working Environment

This position works in a normal office environment, although the incumbent is required to work some irregular hours, including evening and weekend work for Governance Council meetings, should that be required. Seasonal overtime may be required (i.e. fiscal year-end).

Section 9 - Conditions of Employment

Confidentiality is a condition of employment for all Kwanlin Dün Cultural Centre personnel. Failure to comply may result in dismissal. Employees are expected to follow all workplace guidelines and rules in a harmonious and cooperative manner. Employees are expected to work in a team environment and assist the team in creating future success for the KDCC.

1. Employees must sign a Code of Conduct and Ethics Agreement, an Employee Conflict of Interest and an Oath of Confidentiality
2. Class 5 Driver's License
3. Criminal background check may be required
4. Willingness to be trained in First Aid and CPR
5. Willingness to work variable hours, weekends and occasionally long hours.

Section 10 – Dress

Working attire will consist of standard professional business attire.

Section 11 – Hours of Work

1. 37.5 hour work week, Monday through Friday.
2. Overtime after 8 hours per day or 40 hours per week at a rate of 1.5 (overtime may be banked as in-lieu if preferred)
3. Overtime must be approved by a Supervisor

Section 12 – Documents

1. KDCS Code of Conduct and Ethics, an Employee Conflict of Interest Policy and an Oath of Confidentialty Agreement
2. Appendix 6: Employee Intake Form
3. TD-1 Form
4. Direct Deposit Form



Section 13 – Confidentiality

1. The employee will maintain confidential information in strict confidence and will not disclose any information concerning the operations of the Kwanlin Dün Cultural Centre or the Kwanlin Dün First Nation Government to any third party.
2. The terms contained within this document are to remain private.
3. Failure to adhere to these policies will result in immediate termination.

Section 14 – Termination and Probationary Period

During the Probationary Period (as outlined in the Letter of Offer), written notice of termination may be given at any time. Following the Probationary Period, KDCS may terminate this Agreement in its entirety, at any time and for any reason, upon two weeks prior written notice to the Employee. Successful completion of the Probationary Period is not connected to any commitment for an increase in wages (raise).

Section 15 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Executive Director:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Executive Director: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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