

**Vuntut Gwitchin Government**

A. Identification: Director of Finance

Department: Finance

Supervisor: Chief

Date: January 2016

Status: Full-time

Level: 11

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B. Job Summary:

Reporting to the Chief, this position is responsible for the administration of the consolidated revenue fund, the integrity of the financial reporting system of Vuntut Gwitchin Government and for ensuring that the Vuntut Gwitchin Government operates within the approved annual budget. This position oversees development and implementation of financial internal control policies and procedures to ensure Vuntut Gwitchin Government assets are safeguarded and provides support to departments in managing budgets. Position supervises the Finance Manager. This position also serves as a member of the Management Committee.

C. Main Duties:

**Treasury Administration:**

- Monitor the consolidated revenue fund to identify rate of depletion to ensure current expenditures are met and to forecast expected revenues against expected expenditures.
- Assist in determining when appropriate to invest funds in qualified investments, and when to move funds from investments to the consolidated revenue fund.
- Ensure that liabilities are conducted within the authority of an Act.
- Advise Chief and Council on options to resolve shortages.
- Advise and assist Chief and Council and Directors in the optimal allocation of financial and administrative resources, using both quantitative and qualitative analysis.
- Perform cost benefit analysis on various issues and make recommendations.
- Develop, implement and monitor comprehensive accounting policies, procedures and controls for VGG to ensure the integrity of the VGG financial and accounting data and to safeguard VGG assets.
- Coach staff in proper financial procedures.
- Enforce legislation, policies and procedures.
- Represent VGG in financial negotiations as required.

**Budgeting:**

- Coordinate budgeting process among the various departments, including preparation of the Appropriation Act each year.
- Train new managers, directors and other staff as appropriate on budgeting procedures.
- Input the annual budget into the financial reporting system.
- Report on budget variance and develop forecasts for review by management.
- Monitor all department budgets provide quarterly variance reports.
- Advise staff members on developing budgets for proposals.

**Third Party Funding:**

- Monitor and follow up on all funding that has been received from the various government funding programs and other third party funders.
- Reconcile revenues of contribution agreements.
- Complete and submit financial reports and claims according to contribution agreement requirements and ensure that all deadlines are met, all expenses accounted for and all funding reconciled.
- Answer any queries the government departments and funding partners may have.
- Keep original copies of all contribution agreements on file in the VGG Finance Department.

**Financial Reporting Systems:**

- Review general ledger account reconciliations, bank reconciliations, and journal entries for accuracy.
- Prepare monthly and annual financial statements.
- Distribute to and review financial statements with Directors, Managers, and Chief and Council.
- Ensure appropriate records and files are maintained and accurate documents kept for each month end.
- Ensure the provision of accurate and timely financial reports and information to the Chief and Council.
- Ensure that elders fund payments are made in accordance with VGFN resolutions and records are maintained.

**Benefits Administration:**

- Maintain extended health care benefits programs to VGG employees by comparing services of companies, and negotiating benefits packages and monitoring value.
- Maintaining and monitoring payroll benefits and other financial related benefits to employees and recommending changes to the Management Committee and to Chief and Council.

**Information Systems:**

- Ensure the payroll system is updated as necessary and prior to effective date of change.
- Consult with departments to determine financial related needs, and adjust or implement processes for added efficiency and effectiveness.
- Make recommendations on hardware and software upgrades that increase efficiency and effectiveness of financial management, and assist in implementing as needed.
- Assist with training on software upgrades.
- Develop and implement backup procedures for all financial data.

**Directs the finances of the department by:**

- Preparing yearly department budget.
- Preparing variance reports.
- Reporting to the Chief and Management Committee of any projected shortages or surpluses.
- Approving departmental purchases and contracts, monitoring budget and expenditures,

**Hiring and Supervision:**

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and adjusting workloads as needed.
- Evaluating performances.
- Discussing training needs with staff and supervisor and monitoring implementation of plans and evaluating effectiveness of training.
- Assisting with problem solving and personnel issues.
- Approving timesheets and leave requests.
- Ensuring compliance with WCB regulations.

**Participates as a member of senior management team by:**

- Attending scheduled Director's meetings to discuss and advise on organizational policies and

- procedures and plan government wide business and integration of services amongst departments
- Attending Chief and Council meetings as required.
- Developing organizational strategic plans and goals.
- Preparing briefing notes as needed.
- Responding with other senior management members to critical incidents as needed.

**Participates as a member of the Management Committee by:**

- Preparing and issuing directives to public officers concerning the management of public money and property, the organization and management of VGG and the disposition or lending of public property.
- Providing input and advice on operational plans, policies and procedures.

D. Job Knowledge and Skills:

**Education**

- Degree in Accounting or Business Administration or Professional Accounting Designation
- Substantial knowledge (both in depth and broad) of accounting practices in public and private sector
- Several years experience in accounting including several years with supervisory experience
- Awareness of Yukon First Nation government systems
- Working knowledge of the Financial Transfer Agreements
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA), VG Constitution, VG Governance Act and VG Policies and Procedures
- Knowledge of GST rules and associated reporting requirements.
- Knowledge of payroll and benefits rules and associated reporting requirements
- Knowledge of pension plans and regulations
- Knowledge of extended health care benefit packages
- Knowledge of applicable regulations in the Canada Labor Code and employer/employee rights under law
- Knowledge of employee rights such as the Privacy Act and the Human Rights Act
- Knowledge of Occupational Health and Safety regulations
- Knowledge of human resource management principles, theory and practices involving recruitment, training, performance reviews, Canada Labor Code, employee relations, personnel policy, trends, etc.
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**Management Skills:**

- Ability to lead by example.
- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to delegate.
- Ability to multitask in a high paced environment
- Ability to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to supervise and coach staff.
- Ability to write reports and make presentations
- Ability to negotiate contracts
- Ability to analyze, prepare and reconcile budgets and expenditures
- Ability to analyze organizational and departmental needs and develop policies and procedures to meet these needs.
- Ability to develop policy papers, technical papers and presenting technical data to Senior

Management Team, Supervisor, Chief and Council and government officials.

### Specific Skills:

- Substantial computer knowledge: advanced skills in the use of spreadsheets such as Excel, accounting software such as Accpac and Easy pay, and word-processing such as Word; ability to trouble shoot computer software problems.
- Ability to understand and perform all accounting functions conducted in a large organization
- Ability to understand and apply intricate financial management practices
- Detailed understanding of all documents, contracts and resolutions entered into by VGG in order that all financial obligations can be identified, reported on and complied with.

### Interpersonal Skills

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

### E. Decision Making:

This position is directly responsible to the Chief & Council and Vuntut Gwitchin Citizens. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for the day-to-day operation of the Department and in providing services to other departments, for developing procedures where none exist, setting work priorities, ensuring financial accountability, and making changes to operational procedures. Decision-making is also required in long-range planning, communicating with business associates, and determining which recommendations are forwarded to Chief and Council and Management Committee.

### F. Impact/Accountability:

This position is accountable for sound and ethical financial management of the Vuntut Gwitchin First Nation consolidated revenue fund, for identifying, developing and implementing financial internal control policies and procedures and meeting financial directives from Vuntut Gwitchin Government Legislation, strategic planning, and General Assembly resolutions, that expenditures do not exceed budget and revenues, and enforcement of standard operational policies and procedures. Proper administration of the Finance Department is critical to the well being of Vuntut Gwitchin citizens.

### G. Key Personal Contacts

Who	Purpose	Frequency
Chief	-Review of Financial Information. -Information exchange. - Job Performance	Daily
Executive Director	-Review of Financial Information. -Goals & Objectives, Priorities. -Information exchange. -Planning.	As needed
Finance Manager	Supervision; information exchange -Information Exchange; coaching -Funding reports.	Daily

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VGG Directors & Managers	Information exchange; funding Reports,	As needed
Territorial Government	-Information Exchange. -Funding Reports. -Statistics.	As needed
Federal Government	-Review of Financial information -Direction on projects -Assistance where required	As needed
Consultants/ Auditors	-Resolution of Problems	Periodically
Suppliers	-Resolution of Problems	Periodically
Employees	-Information requests -Assistance where required	As needed
VGFN Citizens	-Information requests -Assistance where required	As needed

H. Positions Supervised Directly: 2

Finance Manager

I. Working Conditions:

This position is located in a normal office environment.

**Spiritual:**

- Balancing traditional beliefs and practices with modern thought and practice

**Physical:**

- Approximately 60% of time using the computer
- Travel approx: 6-8 trips per year long distance
- Isolated living conditions in extreme temperatures and light changes

**Mental:**

- Critical regular and irregular deadlines (budgets, meetings, funding programs, government agencies)
- Critical incidents with emotionally or stressed employees
- Ad hoc requests from Chief and Council, other directors/managers and various stakeholders
- Frequent interruptions
- Constant need to ensure funded program managers are meeting their reporting deadlines.
- Constant need to ensure department employees are meeting their regular and critical deadlines
- A high level of concentration is continually required when reviewing documents and data, and when entering and analyzing data
- Shifting priorities to respond to Vuntut Gwitchin Government and community needs
- Multiple reporting

**Emotional:**

- Dealing regularly with community members, employees who are under personal stress, or have

varying social values, or who are not comfortable with, or don't understand changes in the community and an evolving Vuntut Gwitchin Government

J. Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work extra hours to meet deadlines
- Mandatory confidentiality required
- Criminal record check

**SIGNATURES**

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>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> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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