

Vuntut Gwitchin Government

A. Identification: Director, Finance and Human Resources

Department: Finance and Human Resources

Supervisor: Chief

Date: Aug 2010

Status: Full-time

Level: 11

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 also oversees the human resource function which includes recruitment, staff relations, performance management, compensation, and succession planning. Position supervises the Finance Manager and Human Resources Manager. This position also serves as a member of the Management Committee.

C. Main Duties:

Treasury Administration:

- Monitor the consolidated revenue fund to know rate of depletion, and determine if there is a sufficient balance to meet current expenditures, forecast expected revenues against expected expenditures, and adjust payments so that a shortfall does not occur
- Determine 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
- Determine when shortages will occur and 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 using the procedures properly
- Enforce legislation, policies and procedures
- Represent VGG in various 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 and advise them of significant variances from budget
- Advise staff members who are developing budgets for inclusion in proposals for special projects.

Directs the human resources function by

- Setting goals, objectives, work plans, and creating personnel and administrative policies and procedures for the provision of human resource services
- Monitoring goals, objectives, work plans, policies and procedures, evaluating, and adjusting or expanding as needed
- Ensuring job descriptions are kept current for all classified positions
- Ensuring performance management tools are in place and coaching directors and supervisors on how to use them
- Advising employees, supervisors at which level the position is at on the pay grid, and the new wage when employees receive performance increments or Cost of Living Adjustments.
- Ensuring policies and procedures are in place for recruitment and they are adhered to.
- Ensuring personnel policies are in place and do not conflict with employment laws and Acts
- Providing interpretation and the Canada Labor Code and related employment laws
- Analyzing work flows in departments and across departments and recommending changes to positions and job duties for added efficiency in consultation with the Executive Director and Department directors
- Identifying how services and programs can be integrated with other Vuntut Gwitchin Government departments, and consulting with those departments and the Executive Director.
- Developing succession plans and ensuring they are adhered to.

Third Party Funding:

- Monitor that all funding has been received from the various government funding programs and other third party funders, and if necessary follow up with funders who owe money.
- Reconcile revenues of contribution agreements.
- Complete and submit financial reports and claims according to the 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 working papers 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 that accurate 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 updates are ordered and received prior to the effective date of the payroll 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 to be done on a regular basis for all the financial data and other important accounting information.

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, and deciding when to move budget dollars to other budget items as needed

Hiring and Supervision:

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- 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 and reporting job injuries to the HR department

Participates as a member of senior management team by:

- Attending weekly Director 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
- Attending Management Committee meetings to discuss 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 Finance 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 & Human Resources Manager	Supervision; information exchange -Information Exchange; coaching -Funding reports.	Daily
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

G. Positions Supervised Directly: 2

Finance Manager, Human Resources Manager

H. 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 an evolving Vuntut Gwitchin Government.

I. 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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