

Kwanlin Dün First Nation

A.	<u>Position Title:</u>	Director of Finance
	<u>Department:</u>	Finance
	<u>Supervisor:</u>	Executive Director
	<u>Date:</u>	March 2022
	<u>Status:</u>	Regular Full Time

B: Job Summary:

The Director of Finance is responsible and accountable for planning, developing, managing and controlling the financial resources for Kwanlin Dün First Nation (KDFN). The position contributes to the overall success of the Nation by effectively managing all financial tasks, including the examination and reporting of any/all financial and accounting operations for the purpose of determining compliance. The incumbent coordinates the annual audit requirement, is responsible for administering Contribution Agreements, funding agreements, various special projects and investment portfolios. Managing the process of budget preparation and forecasting, providing financial expertise to Council, the Executive Director, Departmental Directors, and staff on budget variances and financial procedures. The position participates in strategic planning for the First Nation.

C: Main Duties:

1. The position is assigned the accountability and responsibility of all financial functions for the Nation and assists Council and Departmental Directors with financial management services including but not limited to; operational and work plan forecasts, budget allocations, budget variances, financial statements, contracting and reports to ensure that financial operations comply with legislation, policies and accounting principles. This position is the lead administration representative on the Finance Management Committee (FMC), and advises on budget, policies and any other financial activities or projects of KDFN.
2. Develops and recommends to the Management Committee policies and procedures for the financial management and recording of the revenues, expenditures, assets, liabilities and equity of the Nation in accordance with accounting principles generally accepted for governments in Canada.
3. Directs and oversees the proper collection, receipt, recording and disposition of all public money, and ensures that proper authorities exist for expending public money. The Director, Finance administers and maintains all accounts of the Nation.
4. Forecasts budgetary requirements based on strategic plans, goals, objectives and priorities of KDFN. May also forecast workloads and special projects by indicating financial resources required for various needs of the project, and plans for the fiscal year.
5. Ensures Finance related regulations and acts are developed and implement as per Council direction including (and not limited to) the Finance Administration Act, the Income Tax Act and the Investment Act and any/all corresponding regulations.

6. Ensures all funding agreements are implemented, monitored and recorded as per authorized agreements, such as the Personal Income Tax Sharing Agreement, GST Sharing Agreement, the Financial Transfer Agreement (FTA), etc. and ensures all claims and funds are recorded and accounted for.
7. Ensures that financial accounting control systems are in place for all transactions, planned forecasted spending is on target, assists Directors in prevention of overspending of budgets, and ensures that there is no misappropriation of funds for unauthorized purposes. *The Director of Finance shall have access at all reasonable times to all departments and their records, and to records of all branches of the nation.*
8. Conducts financial analysis of information and statistical data on Kwanlin Dün First Nation activities and projects. Develops and reports on productivity measures
9. Provides accurate, useful, and timely financial statements and financial management reports and analysis to the Management team and Council, as required.
10. Coordinates the audit requirements annually with auditors, Executive Director and Department Directors to ensure that sound financial management practices are being implemented and adhered to, to meet KDFN's needs and to comply with legal and policy requirements. Ensures all financial accounting is up to date, recorded and in order for the auditors.
11. Plans cash management for KDFN, investment of funds, negotiation of borrowing funds, administration of loan repayments, plays a crucial role in developing, implementing and evaluating any borrowing and lending policies for KDFN. Supports programming, such as mortgage lending or any KDFN guarantees for loans or mortgages (IE: First Nation Market Housing Trust Fund).
12. Ensures confidentiality and security pertaining to all financial systems and records management processes in place, and all relevant protocol is followed, ensuring accountability, transparency and timely service standards are achieved. Ensures adherence to all KDFN records management policies and procedures.
13. Develops the annual departmental budget and work plans; contributes to the overall strategic plan and provides direction and leadership in meetings established goals, objectives, priorities and strategic developments.
14. Departmental staff management and evaluation. This includes:
 - Directly overseeing orientation for new staff in the positions of Financial Comptroller and Pay and Benefits Coordinator
 - Identifying training needs, evaluating performance
 - Assigning work and performing periodic quality assurance reviews; and
 - Communicating and managing performance as is required.
 - Training of new Director with regard to budgets and their financial reporting requirements
15. Liaises with the Kwanlin Dun Cultural Centre with respect to billings and audits.
16. Performs other activities and duties as directed, within the position's mandate and expertise.

D: Education and Experience:

- Chartered Professional Accountant (CPA) in good standing, combined with a minimum of 7 years of progressive experience in the field;

- Demonstrated success with large budget management (\$25 million minimum);
- A minimum of 5 years senior management experience supervising staff;
- Considerable experience providing strategic leadership and financial / budgetary advice at the senior management level;
- Experience managing and monitoring funding agreements;
- Experience interpreting and enforcing acts, regulation and policy;
- Solid oral and written communication skills including experience providing financial reporting, writing reports and briefings;
- Experience working successfully in a First Nation community is an asset.

Knowledge of Kwanlin Dün culture, history, agreements, goals and aspirations are required for success in this position.

Note: An equivalent combination of post-secondary education and significant completed coursework toward ones CPA and significant job related experience within a First Nation will equally be considered.

Specific Skills:

- Knowledge of accounting principles, practices specific to budget development, financial statements, reporting & controls
- Ability to plan, direct & control financial management systems
- Ability to provide financial expertise & interpret and consult on revision of regulations, policies, procedures
- Policy and procedure development skills
- Excellent financial records management skills
- Research skills
- Sound literacy skills and abilities for reading, interpreting and explaining acts, regulations, standards, etc.
- Solid writing skills required for reporting, briefing notes, summarizing research, writing letters.

Management Skills:

- Personnel and human resource management (employee supervision, performance monitoring & evaluation, staff development, discipline etc.)
- Administrative management skills
- Planning & development skills (work-planning, opportunity assessment, analytical & advisory reports and updates)
- Ability to plan, organise, implement, direct and review finance projects and programs
- Organisational development skills (articulating strategy, team management and development, succession planning, talent acquisition and retention)
- Mentorship skills and abilities
- Planning, managing, organizing and controlling financial systems.

Interpersonal Skills:

- Negotiation and conflict resolution skills
- Solid oral and written communication skills
- Ability to establish effective and harmonious working relationships with Council, staff & community

E. Key Personal Contacts and Nature of Contacts:

<u>Contact</u>	<u>Nature of Contact</u>
Executive Director	Direct report; to exchange information, seek & provide advice, interpret regulations and policies and answer

	inquires.
Department Directors and Managers	To exchange information, provide advice, seek solutions, explain regulations, discuss recommendations and explain process.
Council (comprised of Chief & Councillors)	To provide advice, receive direction, exchange information, interpret regulations & policies and answer inquiries
Govt. Officials (Canada, Yukon, Municipal & First Nation)	To exchange information on various funding programs and agreements, obtain advice, monitor program funding and to resolve problems.
Auditors	To exchange information, obtain advice and discuss recommendations and audit findings.
Departmental Directors	To exchange information, provide advice,
Finance Staff	To provide direction/supervision, exchange information; provide mentorship
General Public	Exchange information

F. Direction/Decision Making:

The Director of Finance in collaboration with the Executive Director, establishes the goals and objectives of this position. The incumbent works with the Executive Director, other Departmental Directors and Council to ensure that the financial resources of the First Nation are managed, controlled and recorded according to KDFN legislation, regulations and policies. The position is responsible and accountable for a budget that exceeds \$35 million dollars annually. Where necessary accountability in terms of TPA's and other monies received by the Nation to Canada and Yukon. Day to day operations and short-term priorities are the responsibility of the incumbent. The incumbent provides input, advice and guidance on financial matters at the strategic level, to Directors on a regular basis. The incumbent also provides financial advice and guidance to staff throughout the organization.

G. Impact and Accountability:

The position is accountable for ensuring the proper collection, receipt, recording and disposition of public money and ensuring the proper authority exists for disbursements of public money. Accountability for administration and maintenance of all accounts of the nation, and for provides functional control over all financial transactions. The integrity and accuracy of all financial systems and activities as well as for the effectiveness of financial support provided to the organization.

H. Positions Supervised:

Direct:

Financial Comptroller
Pay & Benefits Coordinator

Indirect:

Finance Coordinator

Finance Clerks
Accounts Receivable

I. Working Conditions:

This position is located in a normal office environment. There are frequent interruptions to work. Overtime may be required on occasion, particularly during audits and fiscal year end. The incumbent is required to meet regular and critical deadlines. A high level of concentration is regularly required. Frequent interruptions are to be expected.

The incumbent is required to spend a significant amount of their time at the computer due to the nature of the work. There is a risk for repetitive strain injury to hands and arms, eye strain and general muscle discomfort. Regular breaks are recommended. White noise from computers, printers and other electronic devices is to be expected.

There will be occasions when the position experiences upset or angry clientele.

J. Conditions of Employment:

Employees are expected to follow the guidelines in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. Mandatory confidentiality is a condition of employment for all Kwanlin Dün personnel. Failure to comply may result in dismissal.

- Satisfactory pre-employment criminal records check
- CPA Designation, in good standing
- Valid Driver's License and reliable transportation is an asset.
- Overtime, including attendance at the General Assembly is required.

This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.

K. Position Approval:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It 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.

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

<u>Human Resources:</u> (Comments)	<u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.
Signature: _____	Signature: _____
Date _____	Date _____