KWANLIN DÜN FIRST NATION

JOB DESCRIPTION

Manager, Finance

DEPARTMENT	REPORTS TO
Finance/IMT	Director, Finance
EFFECTIVE DATE	**LEVEL**
August 25, 2026	8

1 JOB PURPOSE

A concise statement explaining why the position exists and its overall contribution.

WRITING GUIDE *Begin with "Reporting to..." and summarize the position's primary purpose, key service or program responsibility, and intended result. Focus on the job, not the individual.)*

Reporting to the Finance Director, the Finance Manager is responsible for overseeing the day-to-day financial operations of Kwanlin Dün First Nation (KDFN) and ensuring financial activities are conducted in accordance with applicable legislation, funding agreement requirements, accounting standards, and KDFN policies and procedures.

The Finance Manager plays a key leadership role in supporting the financial sustainability of the organization through effective budgeting, financial planning, reporting, analysis, and internal controls. The position provides financial guidance and support to departments across KDFN, ensuring managers have timely and accurate information to support decision-making and program delivery.

The incumbent is responsible for monitoring departmental budgets, preparing forecasts, conducting variance analyses, managing contribution agreements and related reporting requirements, and ensuring the accuracy and integrity of financial records. The Finance Manager also supports annual audits, contributes to policy and process improvements, and helps strengthen organizational financial capacity.

Working closely with the Finance Comptroller, departmental managers, external funding agencies, auditors, and other stakeholders, the Finance Manager provides leadership, guidance, and mentorship to the Funding and Finance Officers and contributes to the overall effectiveness of the Finance Department.

2 MAIN DUTIES AND RESPONSIBILITIES

List 5–9 core duties in order of importance. Start each duty with a strong action verb.

JOB DESCRIPTION

WRITING GUIDE *Describe what is done, why it is done, and the scope or result. Combine related activities. Avoid task inventories, vague wording, and language that describes only how the current incumbent performs the work.*

#	CORE DUTY / EXPECTED RESULT	
1	**Financial Management, Reporting and Analysis** • Oversee departmental financial reporting and analyze monthly financial results, including trends, variances, risks, and opportunities, preparing regular reports and forecasts for management and stakeholders. • Support the Finance Comptroller with financial statement preparation, month-end and year-end processes, reconciliations, accruals, deferred revenue reporting, audit preparation, and related financial analysis. • Supports and provides advice to departments on current budget and transactional issues • Lead annual budget exercise compiling requests from departments. Provide recommendation and analysis of submissions presented to Finance Comptroller and/or Director. • Provide financial guidance and recommendations to departmental managers regarding expenditures, budget utilization, coding accuracy, funding eligibility, and financial planning. • Ensure financial transactions are appropriately recorded and reconciled and that internal controls are maintained. • Develop and maintain financial reporting tools, dashboards, and tracking mechanisms to improve monitoring and decision-making.	
2	**Budgeting and Financial Planning** • Lead and support the annual budgeting process, working collaboratively with departments to develop budgets and providing analysis and recommendations on budget submissions to the Finance Comptroller and Director. • Prepare long-term financial forecasts, financial models, scenario analyses, and cost-benefit assessments to support strategic planning and organizational decision-making. • Monitor budget performance throughout the year and recommend corrective actions where necessary. • Assist departments in financial planning, program development, funding proposals, and business case preparation.	
3	**Contribution Agreement and Funding Management** • Oversee contribution agreements and funding arrangements, ensuring compliance with funding terms, monitoring eligible expenditures and reporting	

#	CORE DUTY / EXPECTED RESULT	
	deadlines, supporting financial claims and reports, and maintaining effective tracking systems to monitor contribution agreements, cash flows, and funding allocations. • Review and support the preparation and submission of funding claims, financial reports, and reconciliations required by funders. • Collaborate with program managers and funding agencies to address financial reporting requirements and resolve funding-related issues.	
4	**Leadership and Collaboration** • Provide day-to-day leadership, direction, mentorship, and technical guidance to Funding and Finance Officers. • Support staff development through coaching, training, performance feedback, and knowledge sharing. • Foster strong working relationships across all KDFN departments to promote financial accountability and service excellence. • Participate in policy development, process improvement initiatives, and the implementation of best practices in financial management. • Create and deliver financial presentations and reporting materials for Leadership, Council, Elders Council, Youth Council, and other stakeholder groups as required. • Respond to financial inquiries from management, program staff, funders, auditors, and other stakeholders.	
5	**1. Procurement and Asset Management** • Provide financial oversight of procurement and asset management activities, ensuring compliance with policies, funding requirements, budget approvals, accurate asset tracking, and continuous improvement of related procedures and controls. • Monitor capital purchases and asset acquisitions to ensure proper financial recording, funding compliance, and budget alignment. • Oversee the maintenance and accuracy of organizational asset records and assist with asset tracking, capitalization, disposals, and annual inventory verification processes.	

3 KNOWLEDGE AND SKILLS

Describe the minimum requirements needed to perform the job competently.

WRITING GUIDE *The evaluation plan assesses job knowledge, management skills, and interpersonal skills. Describe breadth, depth, complexity, and application of knowledge rather than relying only on credentials or years of experience.*

Education and Experience

WRITING GUIDE *State the minimum education, training, certification, and experience. Include a reasonable equivalency statement where appropriate.*

- Degree in Finance or Accounting (or equivalent) with a minimum 3 years' experience in financial management OR the combination of on-the-job training, coursework, workshops and experience working in accounts payable/receivables, financial management & reporting with a minimum of 5 years' experience;
- Experience preparing and analyzing operating budgets, forecasts, financial statements, and management reports.
- Experience managing contribution agreements, grants, funding agreements, claims, and financial reporting requirements.
- Experience coordinating audit requirements and preparing supporting documentation.
- supervisory or leadership experience, including mentoring and supporting staff development.
- Experience with payroll processing, administration and financial processes implementation is considered an asset.
- Experience supporting procurement processes, contract administration, or capital asset management is considered an asset.

Job Knowledge / Technical Skills

WRITING GUIDE *Identify specialized or technical knowledge, legislation, systems, methods, tools, cultural or community knowledge, and the required breadth or depth.*

- Commitment to ongoing professional development and participation in training relevant to financial management, leadership, and organizational effectiveness.
- Ability to contribute to the development and enhancement of financial policies, procedures, and internal controls.
- Strong report writing, proposal writing, business communication, and presentation skills.
- Understanding of Indigenous government funding environments, contribution agreements, and reporting requirements is considered a strong asset.
- Commitment to supporting the values, vision, and strategic priorities of Kwanlin Dün First Nation.
- Strong knowledge of PSAS, GAAP, financial controls, accounts payable, accounts receivable, general ledger management, and month-end/year-end processes.

- Advanced proficiency with financial management systems, Microsoft Excel, and financial reporting tools.
- Knowledge of financial controls related to purchasing, inventory, and asset management.

Management Skills

WRITING GUIDE *Describe ongoing responsibility to plan, coordinate, direct, evaluate, or manage human, financial, material, program, project, or contractor resources.*

- Organizational and time management skills with the ability to effectively prioritize workloads, manage multiple projects, and meet competing deadlines
- Proven leadership abilities, including supervising, mentoring, coaching, motivating, and developing staff to achieve individual and organizational goals.
- Ability to lead budgeting, forecasting, and financial planning processes across multiple departments.
- Ability to analyze complex financial information and translate findings into clear recommendations for decision-makers.
- Strong understanding of internal controls, risk management, financial stewardship, and accountability practices.
- Ability to develop, implement, and improve financial systems, policies, procedures, and tracking mechanisms.
- Proven ability to build collaborative relationships with management and provide sound financial guidance and support.
- Plan, organize and implement annual reporting requirements which comply with audit and other fiduciary requirements.
- Ability to develop, maintain and modify a variety of tracking systems to support and streamline processes to create efficiency.
- Understanding of procurement practices, contract management principles, and asset stewardship.
- Ability to establish and monitor internal controls that support effective purchasing and asset management practices.

Interpersonal Skills

WRITING GUIDE *Describe the nature and purpose of contacts, including information exchange, service delivery, tact and diplomacy, conflict resolution, persuasion, motivation, facilitation, or negotiation.*

- Patient, diplomatic, with effective conflict resolution and research skills.

- Demonstrated ability to foster trust, accountability, and a culture of continuous improvement throughout the organization.
- Ability to establish and maintain positive, respectful, and collaborative relationships with KDFN staff, citizens, funding agencies, governments, businesses, and community partners.
- Strong communication skills with the ability to explain financial information to both financial and non-financial audiences.
- Ability to work effectively both independently and within a team environment.
- Excellent problem-solving, analytical, and decision-making skills.
- Demonstrated sound judgment, professionalism, discretion, and confidentiality.

4 DECISION MAKING *Describe the authority, guidance, analysis, and judgment built into the position.*

WRITING GUIDE *Independent judgment considers the latitude available and the structure or guidelines governing the work. Problem solving considers the complexity of issues, depth of analysis, and need for evaluative, innovative, or creative thinking.*

Direction and Independent Judgment

WRITING GUIDE *What decisions may the position make independently? What is governed by legislation, policy, precedent, standards, budgets, plans, or supervisory direction? What must be referred upward?*

Objectives for this position are developed in conjunction with the Finance Comptroller and/or the Director of Finance. Day-to-day direction, as required, is provided by the Finance Comptroller. The incumbent is responsible for performing all finance related duties as assigned and is expected to accomplish the requirements of the position with minimal supervision. The Finance Manager will ensure that all financial operations, functions, records, and transactions under their scope of work are accurate and in accordance with generally accepted accounting practices and in compliance with the Financial Administration Act, and all relevant policies and procedures of KDFN.

Problem Solving

WRITING GUIDE *What recurring and non-routine problems must be resolved? Describe the information considered, analysis required, available alternatives, and whether new approaches, procedures, programs, or policy recommendations are developed.*

5 IMPACT AND ACCOUNTABILITY *Describe the expected results, scope of influence, and consequences of decisions or recommendations.*

WRITING GUIDE *Explain what the position is accountable for achieving; who or what is affected; the scale of resources, services, programs, or operations involved; and how difficult errors are to detect or correct. Do not describe hypothetical worst-case outcomes unless they are a normal feature of the job.*

This position is accountable for the day-to-day organization and prioritization of their workload. The position must be aware of due dates for reporting, audit testing, payables, receivables and payroll. The incumbent is required to make decisions with respect to timeliness, completeness and accuracy of documents processed and data entered.

The success of this position has a direct impact on each KDFN department, contracts and on the overall goal of a financially responsible government.

Positions Supervised

SUPERVISION TYPE	POSITION TITLE
Direct reports	Funding Officer Finance Officer Citizen Support Liaison
Indirect / functional / contractors	General Finance Clerk, Accounts Receivable Clerk – Finance Officer

6 KEY CONTACT AND NATURE OF CONTACTS

CONTACT / GROUP	PURPOSE AND NATURE OF CONTACT	INTERNAL / EXTERNAL	FREQUENCY

Finance Director and Finance Comptroller	To receive direction and advice, exchange information, assist with inquiries and resolve problems.		
KDFN directors, managers & supervisors	To exchange information, prepare reports, provide advice on matters related to budget, contracts, accounts payable and receivable and to resolve problems.		
KDFN staff	To exchange information, provide services, communicate policy and resolve problems.		
General Finance Clerks	To exchange & receive information; provide guidance to Accounts Payable staff about process.		
Officials of Govt.	Ensure organizational compliance respecting Accounts Payable and/or Accounts Receivable and bank services.		
Vendors/Business /Customers	To exchange information and resolve accounts payable, accounts receivable issues/problems.		
Auditors	To exchange information and provide assistance.		
General Public	To exchange information and create awareness of Government Financial Planning processes.		
Other First Nation organizations	To exchange information.		

Contractors and outside agencies	To exchange information on funding programs, contracts and agreements, monitor expenditures and ensure compliance.		

WORKING CONDITIONS AND JOB DEMANDS

Describe conditions that are a regular and inherent part of the job, including frequency and duration.

WRITING GUIDE *Address spiritual or cultural stress, physical effort, mental effort, and emotional stress. Include travel, shifts, discomfort, hazards, physical activity, overtime or call-in, deadlines, concentration, emergencies, competing principals, and challenging client interactions only where applicable.*

This position is located in an office environment. There are frequent, regular interruptions to work and there are regular reoccurring deadlines. Overtime may be required on occasion.

The incumbent is required to spend a significant amount of their time at their desk or on the computer. 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, plotters, printers and other electronic devices is to be expected. There may be occasions when the position experiences upset or angry clientele.

FACTOR	DESCRIPTION OF CONDITION / DEMAND	FREQUENCY
Spiritual / cultural stress	*Degree required to deal with problems involving social values. (internal personal values)*	X Rare ☐ Sometimes ☐ Often ☐ Ongoing
Physical effort / environment	• *Requirements for travelling overnight or long distances or for shift work (level 3 for stable shifts, e.g. continuous afternoon shift, and level 4 for alternating shifts);* • *Amount of discomfort (physically disagreeable job conditions) e.g. confined space, noise, hazards, weather, fumes* • *Physical activity (lifting, climbing or working in tiring positions)* • *Subject to overtime or emergency call in*	X Rare ☐ Sometimes ☐ Often ☐ Ongoing
Mental effort	• *Critical deadlines (creating pressure)* • *Intense mental concentration* • *Requirement to respond to emergencies* • *Reporting to a number of principals (with little or no control over own, work priorities)*	☐ Rare ☐ Sometimes X Often ☐ Ongoing

Emotional stress	• *requirement to deal with emotional, angry/upset clientele. (external - in response to others)*	☐ Rare X Sometimes ☐ Often ☐ Ongoing

Work Schedule, Travel and Physical Requirements

SCHEDULE X Standard hours ☐ Evenings/weekends ☐ Shift work ☐ On-call/call-in	**TRAVEL** ☐ None X Local ☐ Within Yukon ☐ Outside Yukon Frequency: _____
PHYSICAL DEMANDS X Sedentary ☐ Light ☐ Moderate ☐ Heavy	**WORK ENVIRONMENT** X Office ☐ Community/home visits ☐ Outdoor/field ☐ Hazard exposure

8 CONDITIONS OF EMPLOYMENT AND JOB REQUIREMENTS

List only requirements that are necessary for this position.

CONDITIONS OF EMPLOYMENT	ADDITIONAL JOB REQUIREMENTS
▪ Completion of an acceptable pre-employment criminal records check is required; ▪ Valid class 5 Driver's license with access to a personal vehicle; ▪ An acceptable Driver's Abstract;	☐ Flexible hours, evenings or weekends ☐ Travel as described in this job description X Use of personal vehicle, if required ☐ Required personal protective equipment ☐ Other: _____ ☐ Other: _____

Standard Employment Expectations

WRITING GUIDE *Insert approved organizational language regarding confidentiality, compliance with KDFN legislation and policies, respectful conduct, workplace safety, and other conditions that apply to all employees.*

All employees are expected to follow KDFN policies and 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 staff of KDFN, and failure to comply may result in dismissal.

9 APPROVAL AND ACKNOWLEDGEMENT

Signatures confirm review and approval of the job description. They do not limit KDFN's ability to assign related duties consistent with the position.

ROLE	NAME / SIGNATURE	DATE
Supervisor / Manager		
Incumbent, where applicable		
Human Resources Representative		