



Joint Secretariat Job Description

Position Title: Finance Manager
Date: March 2021 (Permanent Position)
Location: Inuvik, NWT

KEY REPORTING RELATIONSHIPS

Reports Directly to: Joint Secretariat Executive Director
Leadership: Provides leadership to the Financial Analyst and Finance Clerk
Other Relationships: Works with the Office Manager, Committee Program Manager, Board of Directors, Committee Chairs, external auditor and is a member of the Management Team

JOB FUNCTION

Responsibilities and duties:

- Accountable for all financial reporting requirements and maintaining accounting information systems
- Ensure quarterly financial reports, budgets and cash flow projections are completed accurately and on schedule
- Coordinate, analyze and report the financial performance to the Executive Director and Resource Coordinators monthly, providing accurate summaries, comparative and trending analysis to ensure the organization stays on track.
- Provide quarterly financial updates to the Board of Directors at the regular meetings.
- Work with Finance Team to provide JS staff with monthly financial reporting and analysis
- Perform short and long-term financial forecasts for use with internal management and external parties
- Accountable for working with the Auditors to complete the annual audit in an efficient manner, within 90 days of year end
- Provide leadership and support to the Finance Team, with a focus on capacity development
- Develop, implement and maintain financial policies and procedures for efficient and effective operations of the Finance Team, ensuring that all internal controls are in accordance with generally accepted accounting principles.
- Develop annual budget templates and leading the annual budget process.
- Work with the Resource Coordinators and Committee Chairs to develop annual committee budgets.
- Prepare financial statements for various funding agencies as part of year end reporting
- Develop regular financial reporting tools, processes and procedures to simplify the financial work across the JS
- Educate the Resource Coordinators with respect to codes, budgets, budget management and financial analysis.

- Provide guidance to Financial Analyst on program/project funding reports and draft budgets for funding proposals.
- Provide specific financial information and reporting to management upon request.
- Ensure that contracts and contribution agreements are effectively managed and risks mitigated
- Ensure compliance with all relevant financial regulations and obligations (taxes, payroll remittances, WSCC etc.)
- Assist Office Manager with payroll processing when necessary.
- Other duties as required from time to time based on the requirements of the organization and upon direction from the Executive Director.

REQUIRED KNOWLEDGE, QUALIFICATIONS, SKILLS AND EXPERIENCES

- Minimum of post-secondary diploma in Business or Finance. A minimum of five years of relevant experience would be considered comparable.
- CPA designation is required.
- Strong knowledge of Sage 300 would be an asset.
- Prior experience working with a Board of Directors.
- At least three years of people leadership experience is required.
- At least three years' experience in a senior finance role is required.
- Strong organization skills and detail orientation.
- Strong digital fluency and desire to learn.
- Action orientation and adaptable to changing priorities.
- Good interpersonal and communication skills.
- Preference is given to those with knowledge of the Inuvialuit Final Agreement.
- Preference is given to those with prior living and/or working experience in Northern Canada.
- Proven ability to work independently and without close supervision in a co-operative environment.

OTHER EXPECTATIONS

- Work as a member of a larger JS team to support the JS mandate's
- Develop, foster and maintain effective relationships between key funding partners (Canada, GNWT, IRC), Hunters & Trappers Committees and Community Corporations
- Professional conduct including:
 - Maintain standards of conduct for self and staff
 - Demonstrate respect and integrity in actions
 - Demonstrate cultural and political awareness
 - Demonstrate sound work ethics

Priority consideration will be given to beneficiaries of the Inuvialuit Final Agreement. Successful candidates will be expected to operate within the confines of the Joint Secretariat policies and procedures.