

Manager Finance and Administration

JOB DEFINITION WORKSHEET

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Name:		Location:		Sheet # __ __
Responsibility:				
Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level	
1. Plans develops,directs and evaluates the provision of Kitikmeot H&SS financial services	<ul style="list-style-type: none"> • Designs and evaluates the organization of financial systems and services • Hires,trains and provides supervision and operational guidance for finance support staff • Manages work schedules to meet computer systems deadlines • Ensures performance reviews are conducted on staff an annual basis • Recommends disciplinary action for subordinates to the Executive Director • Responsible for cash management including cashflow forecasts, banking arrangements and investments • Performs financial analysis of new or expanded program proposals • Assists program managers in the evaluation of efficiency,effectiveness and economy of existing Board programs and activities • Maintains a working knowledge of current developments in financial management and operations 			
2. Manages provision of Board purchasing services	<ul style="list-style-type: none"> • Provides consultation to management for contract administration • Coordinates all building maintenance contracts for all Board facilities • Coordinates purchasing,contracting and leasing activities 			
3. Manages and evaluates the budget and control process for the Board's.O&M capital and revenue budgets	<ul style="list-style-type: none"> • Develops ,evaluates and implements guidelines and procedures for budget preparation • Coordinates and assembles accurate budget submissions • Coordinates the budget process and administers the summarization of the feedback process • Coordinates regular budget /variance reviews • Provides variance reports to the Dept of Health & SS and the Board of Trustees • Prepares cashflow budgets 			

Name:		Location:		Sheet # __ __	
Responsibility:					
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4. Manages all Board accounting and reporting systems	<ul style="list-style-type: none"> Identify techniques and information needs to generate reports Recommends ,implements and evaluates financial directives,systems and procedures Collaborates with Dept of Health & SS in designing NWT wide systems that meet regional and GNWT needs Ensures accurate and timely processing of financial information Recommends/implements changes to the systems that are useful to decision makers and reflect decision maker's perspective Collaborates with the Executive Director to provide the required financial information to the Dept of Health & SS and other funding agencies Provides financial information to the Board's senior management and Board Trustees Approves all account reconciliation's on a timely basis Assists in yearly financial audit activities and payroll year end Supervises the computer technician to ensure the maintenance of, training of staff on,evaluating and coordination of Board's information systems 				
5. Provides financial direction to Senior management and Board staff	<ul style="list-style-type: none"> Provides guidance to program managers and financial staff to ensure financial responsibilities are communicated Provide professional advice in accordance with legislation,policy directives and procedures established by GNWT,Board and GAAP and other authorities Interpret legislation,policy directives and procedures established by GNWT,Health & Welfare Canada in order to determine applicability to the Board 				

	<ul style="list-style-type: none"> • advise senior management on the financial implications of their decisions at both the planning stage and operational stages 		
<p>6. Ensures that financial controls and authorities are maintained to prevent loss through risk , error or fraud</p>	<ul style="list-style-type: none"> • Ensure security systems are in place to protect all files and computer systems • Maintain internal control systems to ensure they meet Audit requirements • Maintain accounting systems to ensure they provide information to program managers • Planning in consultation with senior management or implementing the corrections for deficiencies indicated by audit reviews • Reviews and authorizes all payment requests • Ensures that financial and administrative manuals,directives,instructions, and circular letters are issued and maintained • Maintains a record of signing authorities • Develops an asset maintenance replacement plan • Maintains an inventory of all Board capital assets and minor equipment for all facilities and ensuring adequate insurance coverage is in place 		
<p>7. Participates as a key member of the Board’s senior management team</p>	<ul style="list-style-type: none"> • Participates in the Board’s strategic planning process • Attends and participates in Board of Trustees meetings as requested • Acts as the Executive Director as required 		

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