

Finance Manager/Comptroller
Nunavut Social Development Council

Job Definition Worksheet

JOB DEFINITION WORKSHEET NAME: <i>Rachel Mark</i> SHEET: 1			
POSITION: <i>Finance Manager/Comptroller</i>		RESPONSIBILITY: <i>Manage the finances of the Nunavut Social Development Council</i>	
TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
1. Plans develops, directs and evaluates the provision of NSDC financial services	<ul style="list-style-type: none"> • Designs and evaluates the organization of financial systems and services • Responsible for cash management including cash flow forecasts and banking arrangements • Performs financial analysis of new or expanded program proposals • Assists program managers in the evaluation of efficiency, effectiveness and economy of existing Council programs and activities • Maintains a working knowledge of current developments in financial management and operations • Work with the Executive Director to set up a financial system for the Igloodik Office 		
2. Manages provision of Council purchasing services	<ul style="list-style-type: none"> • Provides consultation to management for contract administration • Coordinates purchasing, contracting and leasing activities • Arranges credit accounts with businesses • Approves PO's 		
3. Manages and evaluates the budget and control process for the Council	<ul style="list-style-type: none"> • 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 Council • Prepares cash flow budgets 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
4. Manages all Council accounting and reporting systems	<ul style="list-style-type: none"> • Identify techniques and information needs to generate reports • 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 Board • Provides financial information to the Council's senior management and Board • Approves all account reconciliation on a timely basis • Assists in yearly financial audit activities and payroll year end reports 		
5. Provides financial direction to Senior management and Council staff	<ul style="list-style-type: none"> • Provides guidance to program and project managers and financial staff to ensure financial responsibilities are communicated • Advise senior management on the financial implications of their decisions at both the planning stage and operational stages 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
6. Ensures that financial controls and authorities are maintained to prevent loss through risk, error or fraud	<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 Council capital assets and minor equipment for all facilities and ensuring adequate insurance coverage is in place • Retains all key records in a fire-proof, secure cabinet 		
7. Participates as a key member of the Council's senior management team	<ul style="list-style-type: none"> • Participates in the Council's strategic planning process • Attends and participates in Board meetings as requested • Attends and participates in project working group meetings as requested 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
8. Coordinates and monitors the accounting information system.	<ul style="list-style-type: none"> • Manages the day to day operation of the accounting process of the accounts payable, accounts receivable, payroll and general ledger functions • Review data input to accounting modules for accuracy and post or make corrections • Prepares correcting journal entries • Ensures accounts payable and payroll schedules are met and maintained 		
9. Performs all General Ledger reconciliation:	<ul style="list-style-type: none"> • Reconcile all asset accounts monthly, including payroll and operating bank accounts • Review account payable vendor statements; obtain invoices for payment or notify vendor of non-payment • Review account receivable statements, issue collection letters • Submit requests for payment • Approve all payroll account remittances and reconciliation • Prepare journal entries to correct accounts as required prior to completing the reconciliation 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
10. Provides Administrative functions in support of accounts Receivable.	<ul style="list-style-type: none"> • Gathers and prepares appropriate support documentation for invoicing and requests for payments from outside sources • Follows up with collection letters or phone calls on all accounts receivable 60 days or older • Answers all questions arising out of all accounts receivable invoices sent out under his/her signature 		
11. Performs month end tasks related to the accounts payable, accounts receivable, payroll, and general ledger modules	<ul style="list-style-type: none"> • Establishes monthly and yearly working schedules for accounting month end activities • Distribute monthly /yearly financial statements by the last day of the month following 		
12. Provides administrative support to the Board	<ul style="list-style-type: none"> • Develops, recommends and implements changes to procedures to improve the operation of the office ensuring that established procedures are applied • Maintains an adequate inventory of accountable forms • Takes minutes when required 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT	
13. Initiates Payroll Process	<ul style="list-style-type: none"> • Creates new master files for new employees upon receipt of offer letter or casual staffing action form • Payment of VTAs • Verifies accuracy and completeness of inputs including casual staffing timesheets • Obtains appropriate signing authorities before processing • Ensure entitlements and accounts for payment • Arrange and process payments for payroll • Review leave credits and ensure that employees use them 			
14. Initiate honoraria payment process	<ul style="list-style-type: none"> • Verify accuracy of claim forms • Complete process of payments to Board members • Deposits cheques into Board members' accounts 			
15. Provides payroll support , analysis and report creation function	<ul style="list-style-type: none"> • Process record of employment certificates for terminated staff within 5 days • Calculates and processes final pay which includes any outstanding banked time, overtime or vacation as well as money that may be owing • Awareness of calculations for statutory deductions and Board benefits; maintaining of insurance programs • Runs adhoc payroll reports as directed by the Executive Director • Initiates T4's and Retro-pay exception runs. 			

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT	
16. Perform Payroll remittances and General Ledger reconciliation's	<ul style="list-style-type: none"> • Calculation of the amount due for each payroll deduction 15th of the month • Preparing the remittance documentation for payment as per procedure • Prepares the general ledger account reconciliation for each payroll deduction for review 			
17. Provides rulings and interpretations of payroll processes to employees	<ul style="list-style-type: none"> • Answers payroll queries within 24 hours and follows up on discrepancies/omissions 			
18. Administers groups benefits for NSDC staff	<ul style="list-style-type: none"> • Ensure that NSDC staff are enrolled in a group medical, dental and insurance plan 			
19. Administer and approves travel advances and claims for NSDC staff and Board members	<ul style="list-style-type: none"> • Prepare per diem cheques • Ensure claim forms are completed properly after travel is completed 			
20. Approve travel plans for NSDC staff, Board members and consultants	<ul style="list-style-type: none"> • Ensure cost effectiveness of travel arrangements and approve claims for processing 			
21. Keep for safe keeping the Corporate Seal	<ul style="list-style-type: none"> • Ensure that the Corporate Seal is stored in a safe and secure place 			

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT	
22. Hire and supervise contract employees for bookkeeping and data entry support as required	<ul style="list-style-type: none"> Casual must know Simply Accounting and Filing systems and basic bookkeeping 			
23. Work with Secretary Treasurer and provide support during Board and Finance Committee meetings	<ul style="list-style-type: none"> Brief Secretary Treasurer and keep him/her up to date on financial issues and information Have documentation and support materials accurate and ready Complete duties as directed by the Secretary Treasurer 			

JOB DEFINITION WORKSHEET

NAME: Rachel Mark

SHEET: 9

POSITION: Finance Manager/Comptroller

RESPONSIBILITY: Administers Salary and Benefits program for all Council employees

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
1. Administers and provides information on benefits and programs	1. Provides advice and guidance to Finance on payroll and benefits as per Collective agreement 2. Ensures all employees receive all appropriate information, guidance and service regarding compulsory and optional pension benefits: <ul style="list-style-type: none"> • Elective service • Reciprocal transfer • Medical travel • Pension plan admin • Dental & optical • Leave & attendance • Acting pay • Disability Insurance 3. Ensures all pay and benefits documentation is completed and on file as per HR manual		