

Director of Finance & Administration
Nunavut Impact Review Board

Job Definition Worksheet

JOB DEFINITION WORKSHEET POSITION: *Director of Finance & Administration* NAME: **Millie Evalik** SHEET: **1**

RESPONSIBILITY: *Accountable for the management & operations of NIRB's financial, administrative and personnel support services*

TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
1. Planning, forecasting and coordinating of financial administration for Nunavut Impact Review Board	<ul style="list-style-type: none"> ▪ Ensure effective utilization of resources in accordance with Board approved budget ▪ Planning, advising and assisting in establishing requirements for the preparation of the NIRB annual budget ▪ Suggesting and interpreting budget changes and verifying adjustments ▪ Analyzing expenditures and revenues in comparison to budget and cash flow on regular basis to ensure targets are met ▪ Maintaining accurate records of all expenditures for each area ▪ Identifying problem areas and recommending transfer and adjustments and preparing appropriate document ▪ Ensure budgetary control are in place ▪ Liaison with and provide required information and assistance to appointed auditors ▪ Provide financial report at board meetings to all board members 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
2. Plans develops, directs and evaluates the provision of NIRB 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 Board programs and activities ▪ Maintains a working knowledge of current developments in financial management and operations 		
3. Manages provision of Board purchasing services	<ul style="list-style-type: none"> ▪ Provides consultation for contract administration ▪ Coordinates purchasing, contracting and leasing activities ▪ Arranges credit accounts with businesses ▪ Approves Purchase Orders ▪ Certifying that the proposed expenditure was initiated and authorized by Executive Director ▪ Certifying and confirming the expenditure is legitimate and accurate and within NIRB approved budget and budget categories ▪ Monitoring the NIRB budget regularly ▪ Review contract documentation prior to processing payment and ensure valid signatures are on all checks ▪ Acts as the final signing authority on all payment documents 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
4. Review and verify all accounts payable and carry out purchasing services	<ul style="list-style-type: none"> ▪ Ensure completeness, accuracy and appropriateness ▪ Verify the invoices received are legitimate ▪ Ensure all documentation/item are received ▪ Ensure invoices are processed in a timely manner ▪ Purchase all required office supplies and equipment based on inventory records ▪ Contact various suppliers for the best prices in ordering supplies and equipment 		
5. Manages and evaluates the budget and control process for the Board	<ul style="list-style-type: none"> ▪ Analyzing expenditures and revenues in comparison to budget and cash flow on regular basis to ensure targets are met ▪ 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 Board ▪ Prepares cash flow budgets 		
6. Provides financial direction to Executive Director and Board staff	<ul style="list-style-type: none"> ▪ Provides guidance to program and project managers and financial staff to ensure financial responsibilities are communicated ▪ Advise Executive Director on the financial implications of their decisions at both the planning stage and operational stages 		
7. Participates as a key member of the Board's Executive Director team	<ul style="list-style-type: none"> ▪ Participates in the Board'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. Manages all Board 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 Executive Director and Board ▪ Approves all account reconciliation on a timely basis ▪ Assists in yearly financial audit activities and payroll year end reports 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
<p>9. 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 Executive Director or implementing the corrections for deficiencies indicated by audit reviews ▪ Liaison with and provide required information and assistance to appointed auditors ▪ 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 ▪ Retains all key records in a fire-proof, secure cabinet 		
<p>10. Coordinates and monitors the accounting information system.</p>	<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 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
11. 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 		
12. 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 		
13. 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 		
14. 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 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
15. Initiates Payroll and Honoraria 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 ▪ Record attendance of staff and compile all leave records at the end of the month and take pay action as necessary ▪ Obtains appropriate signing authorities before processing ▪ Ensure entitlements and accounts for payment ▪ Arrange and process payments for payroll bi-weekly ▪ Review leave credits and ensure that employees use them ▪ Verify all expense claims for accuracy and within policy ▪ Complete process of payments to Board members ▪ Deposits cheques into Board members' accounts ▪ Ensure all required deductions are taken in calculating payroll ie. CPP, EIP, Income tax ▪ Ensure all Board members receive honorarium for non paid board meetings (ie. LWOP from GNWT) ▪ Ensure Board members are paid for work performed ▪ Ensure proper confirmation is received in processing honorarium for members on civic leave from employers ▪ Ensure all staff receive pay documentation and orientation of NIRB policies and benefits upon hiring 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
16. Provides payroll support , analysis and report creation function	<ul style="list-style-type: none"> ▪ Process record of employment certificates for terminated casual 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, Board benefits; maintaining of insurance programs ▪ Runs adhoc payroll reports as directed by the Executive Director ▪ Initiates T4's exception runs and provide T4's for Board members and casual staff 		
17. Perform Payroll remittances and General Ledger reconciliation's	<ul style="list-style-type: none"> ▪ Calculation of the amount due for each payroll deduction bimonthly ▪ Preparing the remittance documentation for payment as per procedure ▪ Prepares the general ledger account reconciliation for each payroll deduction for review 		
18. 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 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
19. Administers groups benefits for NIRB staff	<ul style="list-style-type: none"> ▪ Ensure that NIRB staff are enrolled in a group medical, dental and insurance plan 		
20. Administer and approves travel advances and claims for NIRB staff and Board members	<ul style="list-style-type: none"> ▪ Prepare per diem cheques ▪ Ensure claim forms are completed properly after travel is completed 		
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 		
22. 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 ▪ Provide financial report at board meetings to all board members 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
23. Administers and provides information on benefits and programs	<ul style="list-style-type: none"> ▪ 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 ▪ Ensures all pay and benefits documentation is completed and on file as per HR manual 		
24. Provide Personnel Services	<ul style="list-style-type: none"> ▪ Ensure policies and procedures are followed ▪ Advise staff of policies and procedures ▪ Ensure job descriptions are updated by appropriate supervisors regularly ▪ Ensure appropriate supervisors are informed of Performance appraisal due dates ▪ Advise appropriate supervisors of disciplinary process ▪ Interpreting, advising and implementing personnel policies changes ▪ Maintaining Leave and Attendance records for all staff in accordance with benefits and advising staff of negative leave credits ▪ Calculate leave accumulation for all staff monthly, ie. Sick, special, annual, and lieu time 		

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TASK	STANDARDS	EXPECTATIONS	POWER TO ACT
25. Hire and supervise casual 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 		
26. Supervises staff	<ul style="list-style-type: none"> ▪ Complete JDW's ▪ Provide ongoing feedback ▪ Conduct Annual Performance Review ▪ Have in place a development plan ▪ Provide training ▪ Provide support and remove roadblocks 		
27. Develop an HR training module for staff and Board members	<ul style="list-style-type: none"> ▪ Cover the key points ▪ Emphasize key sections like conflict of interest ▪ In a presentation style with a handout that references content in the HR manual ▪ Ready by Dec 25 		