

## FIRST NATION OF NACHO NYAK DUN (FNNND)

<b><u>Position Title:</u></b>	Director Finance
<b><u>Department:</u></b>	Finance
<b><u>Supervisor:</u></b>	Executive Director
<b><u>Date:</u></b>	June 2021
<b><u>Status:</u></b>	Full Time Permanent/Term
<b><u>Classification:</u></b>	Level 9

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### **JOB SUMMARY**

The Director Finance reports to the Executive Director and is responsible for ensuring the financial affairs of FNNND are maintained at the highest level, ensuring legal and regulatory compliance. They are directly responsible for establishing and maintaining financial policies, procedures, controls, and reporting systems (including GST, Income Tax, funding and contribution agreements and investment portfolios) and for the supervision and development of Finance department staff. They provide leadership and coordination for the annual budgeting process, provide briefings to Council as required, participate and support strategic planning and policy development processes, and participate in the day-to-day financial functions as required. The Director Finance is extensively relied upon for providing financial expertise to FNNND, General Assembly, the Financial Management Committee, Department Directors and Managers.

### **MAIN DUTIES**

1. Establishing and maintaining financial policies, procedures, controls, and reporting systems, including the supervision, training, and direction of Finance department staff by:
  - Collecting, interpreting, and reporting financial data on a monthly, quarterly and annual basis and providing such reports to department and program directors and managers, the Executive Director, Council and General Assemblies and Meetings
  - Ensuring integrity of financial information by managing use of financial software and systems
  - Providing ad hoc financial reporting for projects, funding and contribution agreements, investments, contracts, etc.
  - Developing, monitoring and enforcing financial policies, controls, and procedures, reporting on discrepancies and or breaches of same to the Executive Director and/or Council as appropriate
  - Communicating and collaborating with departmental leaders to keep current with spending, budgeting, reporting and evaluation
  - Monitoring legislation, regulations, policies, and procedures applicable to financial reporting and operations, including FNNND Acts, Regulations and Policies, ensuring FNNND compliance
  - Leading and supervising finance department staff on all aspects of accounting, reporting, internal controls, budgeting, contract management, and other financial matters
  - Investigating variances in budgets, reporting, internal controls, and general accounting, and taking steps to resolve variances

- Hiring, training, developing and appraising staff
  - Arranging and preparing for annual audit
  - Participating in the day-to-day financial function as needed
2. Leads and/or supports FNNND Council and Administration in annual, periodic and multi-year planning and budgeting processes by:
- Leading the annual budgeting process, providing guidance departments, establishing budget process schedules, budgeting templates and direct assistance as required (either one-on-one or in group meetings)
  - Supporting strategic planning and policy development processes by direct participation, attending meetings, assisting with the provision of financial costing and estimates for proposed programs and policies,
  - Other tasks as directed by Council or the Assembly.
3. Provides professional advice and interpretations on all aspects of FNNND financial affairs by
- Participating in the planning and preparation of negotiations and discussions with the Federal and Territorial Governments regarding Financial Transfer Agreements, (FTA), Programs & Services Transfer Agreements (PSTA) Tax-Sharing and other financial agreements. May attend negotiations and discussions to provide interpretations and advice on complex financial matters
  - Serves as an advisor on Committees as directed by Council
  - Reviewing and recommending amendments and updates to FNNND Finance Act, Government Act, and associated Regulations, Policies and Procedures as pertains to FNNND financial affairs
  - Attending General Meetings and Assemblies

### **QUALIFICATIONS**

- Degree in Accounting or Business Administration and/or professional accounting designation (CPA or CAFM); and
- Minimum of three (3) years' experience in a senior financial management position
- Experience in working within a government (preferably FN) in a senior financial management capacity

### **KNOWLEDGE AND SKILLS**

- Professional accounting knowledge including accounting standards, practices and the Canadian Generally Accepted Accounting Principles (GAAP).
- Good knowledge of or demonstrates ability to quickly acquire knowledge and understanding of FNNND culture and history, the FNNND Self-Government Act, the Final Agreement, and the Constitution
- Knowledge of computerized accounting systems and software, financial statements, financial reports, budgets, pay and benefits, accounts-payable and accounts receivable, setting up control systems and investment practices
- Knowledge of contracting specification, terms and conditions, and progress payment procedures

- Ability to work in a developing, culturally unique government setting

### **MANAGEMENT SKILLS**

- Experience working at the management level, including the ability to direct, supervise and evaluate the performance of personnel
- Ability to lead annual and multi-year budgeting processes and to effectively manage established budgets
- Ability to lead and direct program and policy development
- Sound analytical thinking, planning, prioritization and execution skills
- Strong decision-making, problem-solving and conflict resolution skills
- Ability to manage high levels of stress effectively
- Must have excellent organizational and time management skills.

### **INTERPERSONAL SKILLS**

- Excellent communication skills, both oral and written
- Must demonstrate discretion, tact, diplomacy, compassion and good judgment at all times
- Ability to work effectively as part of a management team in establishing and maintaining professional working relationships with staff, citizens and the general public
- Ability to provide strong leadership skills, motivating and empowering people
- Ability to work flexible hours
- Must maintain confidentiality, honesty and trust

### **DECISION MAKING**

The goals and objectives of this position are determined by Chief & Council in consultation with the Executive Director. The Director is expected to provide expert financial information and advice on which decisions are made at all levels within FNNND. Decisions are only as good as the advice on which they are based, so the decisions made by the Director Finance have a significant impact on the organization and the nation.

### **IMPACT/ACCOUNTABILITY**

The Director Finance has full accountability for the accuracy and effectiveness of day-to-day financial operations of the organization and must ensure activities meet the requirements of relevant legislation, regulations, and policies. The Director Finance is a professional level technical specialist that is relied upon by the organization to provide a structure and framework that ensures the overall financial well-being of FNNND.

### **POSITIONS SUPERVISED**

The position supervises the Manager Finance, Finance Officer, Accounts Payable Clerk, Accounts Receivable Clerk, Pay & Benefits Clerk, as well as casual and contract services as required

### **WORKING CONDITIONS**

This position works in a normal office environment with the following additional conditions:

- Occasional travel within and outside of Yukon
- Regular hours but with flexibility to meet emergent or cyclical demands

- Intense mental concentration to meet regular and ad hoc deadlines in the performance of duties which may be interrupted by employees, residents, clients, and contractors, throughout the day
- May occasionally have to deal with upset individuals, clients, citizens
- Physical activity is rare. The incumbent will spend long hours sitting and using office equipment and computers, which may cause muscle strain and sensory demands, such as, eye strain and occasional headaches.
- The working environment maybe busy, distracting and the incumbent will need excellent organizational, time and stress management skills to complete the required tasks.

**CONDITIONS OF EMPLOYMENT**

- Criminal Records Check/Security Clearance
- Valid Class 5 Yukon Driver’s License and Abstract
- Flexibility to work extra hours to meet demands of the finance function

**POSITION APPROVAL**

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

\_\_\_\_\_  
Deputy Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

**I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.**

\_\_\_\_\_  
Director Finance

\_\_\_\_\_  
Date