



# NISHNAWBE ASKI DEVELOPMENT FUND

## ***Job Description***

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<b>Position:</b>	Manager, Financial Support Services	<b>Program:</b>	Financial Support Services
<b>Reports to:</b>	Executive Director	<b>Effective Date:</b>	January 2015
<b>Wage Band:</b>	8	<b>Revised Date:</b>	
<b>Step Range:</b>	\$70,566 - \$89,324		

### **SUMMARY**

The Manager, Financial Support Services will examine and analyze the accounting and financial records of clients and their respective businesses to ensure accuracy and compliance with established accounting standards and procedures. The Manager, Financial Support Services will plan, organize and administer accounting systems for all NADF clients.

The intent is to build business capacity with Aboriginal businesses and organizations, primarily focusing on proper bookkeeping and internal controls/ policy development.

The Manager, Financial Support Services will provide direct supervision to assigned Financial Support Services staff.

### **ACCOUNTABILITY**

The Manager, Financial Support Services is supervised by and is directly accountable to the Executive Director.

### **DUTIES AND RESPONSIBILITIES**

1. Directly supervise the Bookkeeper and contracted consultants:
  - a) Provides support and guidance as necessary including bi-weekly, joint and team meetings.
  - b) Conduct performance evaluations before completion of probationary period and annually.
  - c) Monitors performance and progress between evaluations.
  - d) Ensures job-related training is provided as necessary and as budgets allow.
  - e) Manage external contracts and consultants within program/project parameters.
  - f) Reviews and evaluates on a monthly basis the reports submitted by staff and/or contractors.
  - g) Monitors and co-ordinates community visits of staff to ensure adequate follow-up with clients, maximum promotion of NADF programs and liaison with community businesses and stakeholders.



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2. Plan, organize, direct, control and evaluate the operation of the Financial Support Services which includes: a) the Local and Regional Community Initiative Grants; and b) the Business Capacity (bookkeeping, policy development) programs.
  - a) Develop and implement financial record keeping systems appropriate with client's needs.
  - b) Take an interactive approach with clients, must be hands on and plans to make onsite visits with clients.
  - c) Guide clients in the development and implementing of internal policies and procedures relevant to the client's needs.
  - d) Develop an assessment guide on determining clients' needs and level of bookkeeping ability.
  - e) Gather useful business resources, manuals, websites, guides to be used as references for clients, develop a toolkit of simple bookkeeping.
3. Supervise the development and implementation of financial simulation models.
4. Evaluate financial reporting systems, accounting procedures and investment activities and make recommendations for changes to procedures, operating systems, budgets and other financial control functions to senior managers.
5. Notify and report to Executive Director and/or Board of concerning any trends that are critical to the department's financial performance.
6. Ensures the maintenance of accurate and up-to-date financial records and designs and ensures the accurate and timely preparation of financial reports and delivery of financial services for the Business & Community Fund in accordance with Generally Accepted Accounting Principles (GAAP).
  - a) Designs, prepares and distributes monthly financial statements.
  - b) Monitors actual spending and analyzes results.
  - c) Provides financial reports for grants/projects and prepares projected budgets for grant applications.
  - d) Prepares required financial reports as requested by the Executive Director.
  - e) Ensures client's financial reports and claims, HST returns and Canada Revenue Agency remittances are completed in a timely fashion.
  - f) Prepares and assist clients with their quarterly amortization of capital assets.
  - g) Monitors and maintains the client's computerized Accounting system.
7. Makes recommendations concerning the client's financial management and the budgetary controls of their business.
8. Provides liaison with the bank, government financial contacts and any other outside parties having interest in the business and community fund management of NADF on the direction of the Executive Director.
9. Liaises with external auditors and prepares year-end working papers.
10. Ensures proper financial and administration filing systems are in place and kept-up-to-date.
11. Verifies that the proper designated signers sign all contract documents.
12. Other duties as assigned and requested.



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### **STANDARDS OF PERFORMANCE**

1. Works productively and professionally as a member of the NADF team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
3. Performs financial and/or accounting functions in an accurate and timely manner and in accordance with generally accepted accounting principles (GAAP).
4. Completes all reports and submissions on time and in a professional manner. Information contained in reports is concrete, specific, and measurable and relates to previously approved work plan objectives and results where applicable.
5. Is willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
6. Is able to adapt effectively to changes in workload or work environment.
7. Ability to manage multiple assignments and meet deadlines.
8. Works effectively with a minimum of supervision and exhibits leadership in the management of NADF's financial and administrative services.
9. Demonstrates time management and the ability to prioritize workload efficiently and effectively.
10. Knowledge of and commitment to the mandate and services provided by NADF.
11. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional First Nations.
12. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
13. Must be willing and able to travel to remote northern and highway access communities and towns.

### **QUALIFICATIONS**

1. Completion of an Accounting and/or Business degree with a CPA designation with at least 3-5 years post-degree experience.
2. Strong financial forecasting, business assessment and analysis skills and knowledge of Accounting practices and principles.
3. Proven skills in personnel supervision and service delivery management, have a minimum of 3-5 years' experience supervising staff.
4. Strong written report and proposal writing skills.
5. Strong problem identification and problem solving skills.
6. Strong written and verbal communication skills including demonstrated ability to write reports and proposals; and strong presentation skills.
7. Must have knowledge and proven experience in computerized Accounting.
8. Experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred.
9. Experience working within Aboriginal communities or with Aboriginal clients.