



## IDENTIFICATION

| Department      | Position Title               |                 |
|-----------------|------------------------------|-----------------|
| Aurora College  | Financial Services Assistant |                 |
| Position Number | Community                    | Division/Region |
| 91-13681        | Fort Smith                   | Finance         |

## PURPOSE OF THE POSITION

The Financial Services Assistant is directly responsible for providing a full range of financial, senior administrative and confidential administrative services to the Director of Finance/Chief Financial Officer (CFO) position at Aurora College. The incumbent provides financial and administrative supports for the Comptroller; Manager, Accounting, Budgeting and Inventory, Manager, Purchasing and Contracts; and the Regional Finance Managers.

The position performs financial transactions that require a thorough knowledge of both accounting principles and the Multiview financial system used by Aurora College. The position is a technical resource and is required to review, evaluate and make recommendations on business processes to support the Finance Division. The incumbent provides services in accordance with the mission statement, values, principles and policies of Aurora College, is consistent with Adult Education principles, and respects the diverse cultures of the peoples and communities of the NWT.

## SCOPE

The Financial Services Assistant is located in Fort Smith and reports to the Director of Finance/CFO. The incumbent performs a full range of financial, senior administrative and confidential administrative services to the Director of Finance/CFO and the entire Finance Division of Aurora College.

The incumbent is the first point of contact for the Finance Division and provides functional direction on financial, risk management, access to information and privacy matters and to administrative support staff throughout the College. The Finance Division deals daily, in person or on the telephone, with a variety of contacts including College staff and students, officials from government departments, representatives from Aboriginal organizations and the general public. The incumbent is frequently called upon to exercise judgment, must exercise discretion in the execution of their duties and under all circumstances must follow the communication policy of the College.

The incumbent performs various financial duties which are integral to the smooth function of the Finance Division and total College operations. The incumbent is responsible for preparing, verifying and processing financial documents; assisting with and auditing employee duty travel claims and other related documents. The incumbent plays an integral role in managing comprehensive files for functions managed by the Director of Finance/CFO. The incumbent is also responsible for managing and processing the signing authority designations for the total College. The Financial Administration Manual (FAM), Human Resources Manual and Aurora College policies and procedures guide the incumbent.

The incumbent is responsible for managing and coordinating the final preparation of all departmental correspondence including but not limited to reports, briefing notes, letters, and documents related to all areas within the Finance Division. The incumbent coordinates and ensures that all written documentation conforms to College, departmental and government formats, procedures and policies. The incumbent prepares all written draft financial documentation for the Senior Management Team of Aurora College. The incumbent works closely with the Executive Assistant to the President to manage and coordinate HR documentation for the Finance Division.

A detailed hard copy filing and electronic filing system are maintained by the incumbent of this position who is responsible for confidential storage of information, documentation, approvals and other issues related to Finance Division college-wide. A well-organized filing system is imperative to the flow of the Finance Division correspondence and relations with the Departments of Education, Culture and Employment, Human Resources and other government departments, as well as, internally within the College itself.

The Director of Finance/CFO leads a team of approximately 16 staff in the Finance Division. The Corporate Office is located at the President's Office in Fort Smith with three Finance Offices across the College: in Inuvik, Yellowknife, and Fort Smith. These offices handle the finances of all of the regions of College operations.

## **RESPONSIBILITIES**

### **1. Processes financial transactions and provides support function to the Finance Division.**

- Completes complex financial analysis as required.
- Prepares and verifies journal vouchers, accounts receivable and accounts payable documents, as required.
- Verifies Visa accounts payable batches.
- Assists staff in generating requisitions.
- Processes Purchase Orders.
- Maintains knowledge of matters within the Division and is responsive to gather documents, backup and provide follow up support services as required for confidential, Human Resources (HR) related, financial, and other related matters.
- Logs cheques and provides coding for entry.
- Maintains the flight block ticket bookings.
- Completes reconciliations and finance projects as assigned.

- Receives all travel requests requiring Director of Finance/CFO approval, verifies and confirms correct information.
- Makes recommendations for the improvement of office procedures which will improve effectiveness and efficiency and assists in developing solutions to day-to-day problems.
- Maintains website directory and email groups of the Finance Division.
- Assists in ensuring internal Visa policy tracking and adherence.
- Provides backup support for Accounting Services Officer and Corporate Revenue and Collection Officer and other staff during absences from work or holiday relief.

**2. Provides financial and technical advice to departmental program managers and other staff.**

- Assists in developing, writing, streamlining and directing staff on College wide processes.
- Implements approved new procedures.
- Creates, edits and updates financial forms.
- Ongoing communication with a variety of groups to continually update information available.
- Prepares and processes financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
- Reviews financial documents, ensuring that required and appropriate supporting documentation has been provided with requests, reviews accuracy of coding, and/or spending authority, and verifies that an appropriation has been established.
- Provides advice to financial staff and departmental program managers on administrative policies and procedures to avoid non-compliance with acts and regulations.
- Provides coaching and leadership to new staff on administrative policies and procedures to help achieve accurate and timely financial support.
- Responsible for ongoing management and maintenance of SharePoint for the Finance Division.

**3. Manages the process and maintains records for Signing Authority designations.**

- Prepares signing authorities spreadsheet for approval by the appropriate authority.
- Prepares, reviews, monitors and maintains specimen signature records.
- Ensures specimen signature records are current and are accessible by Finance Staff, including records indicating when individuals are holding temporary "Acting" positions and accompanying signing authority responsibilities.

**4. Provides College wide duties in the following areas:**

- ***Risk Management:***
  - Collects, logs and submits all applicable documents (such as Accident Reports, Pictures, Doctor's note, WSCC form, Police Report...) regarding break ins, property damage, personal accident and injuries to Risk Management and Insurance at the Budget, Treasury and Debt Management Division of the GNWT Finance Department.
  - Submits approved Student Excursion forms to Risk Management.
  - Maintains Risk Management filing system.

- ***Access to Information and Protection to Privacy (ATIPP):***
  - Logs in ATIPP requests, develops a file, prepares draft letters and distributes requests for processing while managing due dates and delegation to obtain required backup regarding the ATIPP request.
  - Follows up on outstanding items, maintains highly confidential and secure ATIPP filing system.
- ***Use of College Property by Staff & the Public:***
  - Receives and prepares all Property Service Use Contract forms for Director of Finance/CFO approval.
  - Distributes approved forms to Aurora College Staff and other relevant information for the use of College property and maintains a filing system.
  - Maintains the file system for waved rental fees for financial statement reporting.

**5. Provides management and coordination of final preparation of the Audited Financial Statements, College wide and Departmental reports, publications and policies.**

- Participates in development of corporate financial statements, examines and audits financial statements and prepares various schedules for the audited financial statements. This includes compiling, categorizing, calculating, tabulating, auditing or verifying information or financial data.
- Coordinates and prepares in draft the College's Audited Financial Statements and the finance related materials for the College's Annual Report.
- Coordinates the preparation and distribution of third party Special Audited Financial Statements prepared by public accounting firms.
- Updates and distributes Year End instructions, prepares confirmation letters and information requests, assists in the reconciliation of accounts payable and accounts receivable, assists in providing sample requests, coordinates the annual on site visit of the Office of the Auditor General, and sends out reminders of deadlines for the fiscal Year End.
- Collaborates with Divisional Staff for preparation and updates of the internal Finance Procedure Manual.

**6. Provides financial, professional and confidential administrative services to the Director of Finance/CFO and the Finance Division.**

- Coordinates requests of the College for the generation of correspondence on behalf of the Director of Finance/CFO, and Managers within the Division and reviews all correspondence and documents prepared for signature of the Director of Finance/CFO to ensure accuracy, quality and consistency within the mandate of the College, and the direction from the Director of Finance/CFO.
- Reviews and responds to emails on all College financial matters in a timely and professional fashion, keeping track of issues, and action items as they arise and following up as required.
- Handles correspondence containing information of a personal, restricted or protected nature.
- Reviews and prioritizes all correspondence received for the Director of Finance/CFO and ensures that appropriate responses are prepared either by responding on behalf of

the Director of Finance/CFO, or referring correspondence directly to the Director of Finance/CFO or other Senior Management.

- In consultation with the Director of Finance/CFO, coordinates and prepares responses to information requests from government departments and organizations.
- In consultation with the Director of Finance/CFO, prepares draft responses to Divisional correspondence.
- Proof-reads, edits and redrafts (if necessary), formats and finalizes all correspondence prepared by others for signature of the Director of Finance/CFO.
- Identifies matters of priority for the attention of the Director of Finance/CFO for discussion and instructions on subsequent courses of action.
- Schedules meetings; prepares agendas and information packages for the Director of Finance/CFO, including regular Finance Division meetings.
- Provides administrative and logistical support for Divisional meetings, including the arrangement of travel and accommodations for Finance Division staff, the preparation and distribution of information packages, arrangement of meeting locations, and the production and distribution of minutes and action minutes following the meetings.
- Answers the main telephone line for Office of the President and provides information to the public and directs calls and visitors to the appropriate area of the College.
- Ensures the photocopier and other equipment is in good order and resolves problems
- Distributes internal mail for the Finance Division.
- Maintains the training log for the Finance Division.
- Liaises with appropriate College Senior Managers to ensure the timely and accurate preparation of briefing notes, reports, proposals and submissions as directed by the Director of Finance/CFO. Responds to client inquiries/complaints by referral to appropriate staff, ensuring the Director of Finance/CFO is made aware of such activities.
- Liaises and collaborates with Executive Assistants (EA) and Divisional Administrative Assistants to resolve issues.
- Prioritizes all correspondence, forwarding tasks to senior staff and assigning bring-forward dates.
- Maintains a bring-forward retrieval system for action items and all correspondence.
- Monitors the progress of assigned tasks.
- Maintains a record of all correspondence signed by the Director of Finance/CFO and Finance Department documents.
- Forwards correspondence as required to Managers, and other Senior Staff for the preparation of a College response.
- Maintains the confidentiality of incoming and outgoing facsimile messages and sending of facsimile messages.
- Works directly with the EA to the President as the main liaison for HR documentation and follow up pertaining to the Division

## **7. Performs other related duties as required.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge and ability to interpret the *Financial Administration Act*, the Financial Administration Manual and other relevant GNWT Statutes, regulations, policies and procedures.
- Knowledge of executive administrative, secretarial and office procedures
- Knowledge and understanding of the organization and structure of the College and knowledge of Northern culture and politics.
- Knowledge of and be highly proficient at using the following computer programs: Adobe Programming (Adobe Sign, Adobe Pro, LiveCycle); Microsoft Office (Excel, Outlook, Word and PowerPoint); electronic financial system (Multiview) and telecommunication systems.
- Skilled in anticipating short and long term needs and requirements of the department Ability to interpret financial statements and reports.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize time effectively and meet deadlines.
- Ability to work with people in an effective, tactful manner.
- Ability to self-motivate and take initiative..
- Ability to be adaptable and flexible.

### **Typically, the above qualifications would be attained by:**

- Completion of a Business Administration diploma and a minimum of four (4) years of combined experience in the finance/accounting and secretarial/administration environments.

### **Asset**

- Coursework or certification in Microsoft Office and other relevant software

## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one if applicable)**

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

### **Indigenous language: Select language**

- Required

- Preferred