



IDENTIFICATION

Department	Position Title	
Aurora College	Finance Officer	
Position Number	Community	Division/Region
91-13969	Inuvik	Finance Division

PURPOSE OF THE POSITION

The Finance Officer provides a wide range of accounting and financial services for programs. The incumbent works with limited supervision. The position is responsible for processing accounts payable and receivable transactions. This includes approving and processing commitment documents for payment, coding and processing supplier/vendor payments and completing year-end functions associated with accounts payable including VISA, accounts receivable and float.

SCOPE

Reporting to the Manager of Finance, the Finance Officer approves and processes financial transactions and documents, in accordance with the Financial Administration Act, The Financial Administration Manual, the Public Service Act, Aurora College Act, the Human Resources Manual and Generally Accepted Accounting Principles (GAAP). The position authorizes and approves transaction for payment up to the delegated signing authority for a wide range of accounts payable transaction and for a widespread of program expenditures for programs. The incumbent identifies non-compliance, recommend methods to improve efficiency and effectiveness of the system, policies or procedures and to strengthen applicable internal controls. The position ensures the financial transactions processed in accordance with government policies and under the proper accounting standards.

RESPONSIBILITIES

1. **Provides oversight and quality assurance to detect and correct errors, identifies areas of improvement and ensures adherence to business processes, government policies and financial regulations.**
 - Reviews, all commitment documents for the acquisition of goods, services, transportation and other items for the region. This includes accurate coding and

verification of program balances, spending authority, as well as matching of information on invoice to purchase order/requisition. Exercises payment authority for program expenditures, service contracts and purchases up to the delegated signing authority.

- Ensures all transaction supported by adequate documentation for proper processing and confirms that the transactions are processed in accordance with policies and under the proper accounting standards.
- During the approval process the Finance Officer identifies unusual transactions and brings it to the attention of the Finance Manager who further investigates them.
- Prevents non-compliance by reviewing payment requests for accuracy and advises program managers about discrepancies and approves transaction after the proper correction is made by the program staff.
- Executes Accounts Receivable investigations assigned by the Finance Manager. Invoices customers as necessary.
- Audit and process all supplier/contractor payments for the Finance Manager's signatures for payment authority for program expenditures, service contracts and purchases greater than delegated signing authority. This includes verification and matching of packing slips, freight bills, and invoices to commitment documents before data entry and verification of vendor information.
- Audit travel claims for amounts claimed, coding, spending and approves payment authority before processing for program staff. This also includes tracking to ensure that all outstanding travel advances are cleared.
- Verifies all VISA Transactions and reconciliations submitted by program staff, provides advice and follows up on discrepancies.

2. Provide financial and accounting services.

- Assembles all payable batches, enters them to MultiView and submits them to the Department for posting.
- Based on the Balancing Sheet, Invoices and the General Receipts the Finance Officer reconciles cash received and charges on account in the student information system. After verification by the Finance Manager the Finance Officer enters all Accounts Receivable transactions to MultiView.
- Interfaces documents to the MultiView Financial Information System.
- As per FAA the position is engaged as a Revenue Officer and prepares the deposits for revenues collected. The incumbent is responsible for the float at the cash counter and handles, reconciles, replenishes.
- Verify vendors' statements on a monthly basis and respond to supplier, contractor and vendor enquiries as required to ensure that all invoices are appropriately paid.

- Set up vendors and customers on the Multi-View systems, regularly verifying vendor information for accuracy as payables and receivables are data entered.
- Provide ad hoc customer service to clients such as collection of rental revenue, and responding to account payment queries as appropriate.
- Respond to students, vendors and other customers inquiries about their accounts.
- Controls the content of the safe.
- Run batch listing reports for all accounts payable and forward to finance for posting.
- Administers all accountable forms.
- Enter payments received into Multiview onto customers, donations, projects accounts.

3. **Support the efficient processing of year end accounts by ensuring goods are received and all payables for that year are entered and paid on time. This includes reviewing vendor statements, freight and packing slips, contribution agreements, and providing a listing of accounts payable accruals to the Finance and Administration Officer.**

4. **Performs other duties as requested or required.**

- Prepare and maintain a procedure manual for the Finance Officer position.
- Complete special project assignments as required by the Regional Finance Manager, Comptroller or the Director of Finance/CFO.

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

This position requires knowledge of financial and accounting theories and principles to recognize varied and unusual transactions. Knowledge of GNWT Financial Administration Manual, the *Financial Administration Act* and *Aurora College Act* is required. The incumbent should be familiar with the *Public Service Act* and able to understand Territorial and Federal

legislations and legal documents such as Acts, Regulations and Contracts. The incumbent requires knowledge of policies and procedures specific to Aurora College.

This role requires knowledge of modular financial and accounting systems, data bases, word processing, spreadsheets, data entry and email.

Knowledge of the operation and organizational structure of the College is required.

Specific skills and abilities required for this role include:

- Knowledge of financial theories, principles and processes relation to funding and expenditures
- Knowledge of GAAP and PSAB
- Knowledge of budgeting, variance reporting and planning
- Knowledge of accounts payable, receivable functions, reconciliation procedures, and internal controls
- Financial and analytical thinking
- Ability to learn new skills and ability communicate verbally financial concepts to program staff
- Attention to detail
- Concern for order, quality and compliance
- The ability to cooperate with and respect others
- Dedicated, hardworking and shows initiative
- Ability to deal with difficult or occasionally irate clients

Typically, the above qualifications would be attained by:

- A Business Administration Diploma concentration in accounting or equivalent,
- Supplemented by one year of financial/accounting experience that is specific to the job requirements

ADDITIONAL REQUIREMENTS

Position Security (check one)

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