

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Aurora College	Intern, Finance Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
91-17231	Fort Smith	Corporate Services & Administration

## **PURPOSE OF THE POSITION**

The Intern, Finance Officer assists in providing a wide range of accounting and financial services for programs, and specifically assists in processing accounts payable and receivable transactions. This also includes assisting in 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**

Located in Fort Smith, the Intern, Finance Officer (Intern) reports to the Finance Manager, and assists in approving and processing financial transactions and documents, in accordance with the *Financial Administration Act* (FAA), the Financial Administration Manual (FAM), the *Public Service Act*, *Aurora College Act*, the Human Resources Manual and Generally Accepted Accounting Principles (GAAP). The position assists in authorizing and approving transactions for payment up to the delegated signing authority for a wide range of accounts payable transaction and for a widespread of expenditures for programs.

The Intern assists in identifying non-compliance, recommends methods to improve efficiency and effectiveness of the system, policies or procedures and to strengthen applicable internal controls.

## **RESPONSIBILITIES**

- Under Managerial oversight, assists in providing oversight and quality assurance to detect and correct errors, identify areas of improvement and ensure 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. Assists in exercising payment authority for program expenditures, service contracts and purchases up to the delegated signing authority.

- Reviews and confirms all transactions are 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 Intern assists in identifying unusual transactions and brings it to the attention of the Finance Manager who further investigates them.
- Prevents non-compliance by assisting in reviewing payment requests for accuracy and advises program managers about discrepancies and approves transaction after the proper correction is made by the program staff.
- Assists in executing Accounts Receivable investigations assigned by the Finance Manager. Assists in invoicing customers as necessary.
- Assists in auditing and processing 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.
- Assists in auditing 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.
- Assists in verifying all VISA Transactions and reconciliations submitted by program staff, provides advice and follows up on discrepancies.

## **2. Assists in providing financial and accounting services.**

- Assists the Finance Officer in assembling 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 Intern assists in reconciling cash received and charges on account in the student information system. After verification by the Finance Manager the Intern enters all Accounts Receivable transactions to MultiView.
- Assists in interfacing 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 assisting with the float at the cash counter and handles, reconciles, replenishes as necessary.
- Assists in verifying vendors' statements on a monthly basis and assists in responding to supplier, contractor and vendor enquiries as required to ensure that all invoices are appropriately paid.
- Assists in setting up vendors and customers on the Multi-View systems, regularly verifying vendor information for accuracy as payables and receivables are data entered.
- Assists in providing ad hoc customer service to clients such as collection of rental revenue, and responding to account payment queries as appropriate.
- Assists in responding to students, vendors and other customers inquiries about their accounts.
- Assists in controlling the content of the safe.

- Assists in running batch listing reports for all accounts payable and forwards to finance for posting.
  - Assists in administering all accountable forms.
  - Assists in entering payments received into Multiview onto customers, donations, projects accounts.
- 3. Assists in supporting the efficient processes 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.**
- Assists in preparing and maintaining 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 conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial theories, principles and processes related 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.
- Knowledge of financial and accounting theories and principles to recognize varied and unusual transactions.
- Ability to acquire knowledge of GNWT Financial Administration Manual, the *Financial Administration Act* and *Aurora College Act*.

- Ability to acquire and apply knowledge of the *Public Service Act* and able to learn and understand Territorial and Federal legislations and legal documents such as Acts, Regulations and Contracts.
- Knowledge of and/or the ability to acquire knowledge of policies and procedures specific to Aurora College.
- Knowledge of modular financial and accounting systems, databases, word processing, spreadsheets, data entry and email.
- Ability to be informed regarding the operation and organizational structure of the College.
- Ability to verbally communicate financial concepts to program staff.
- Organizational, planning and problem-solving skills.
- Ability to complete work according to procedures and standards; able to catch and correct own errors or omissions and ensure accuracy.
- Concern for order, quality and compliance
- Ability to cooperate with others, and work collaboratively in a team.
- Interpersonal skills and the ability to interact respectfully with clients who may be irate.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A Business Administration Diploma concentration in accounting.

Equivalent combinations of education and experience will be considered.

**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