

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Aurora College	Finance Manager	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
91-2663	Inuvik	Corporate Services & Administration

## **PURPOSE OF THE POSITION**

The Finance Manager is responsible for coordinating, supporting, and executing the effective and efficient financial and accounting services for the Aurora Campus, Inuvik as well as an assigned division at Aurora College. The incumbent documents all financial activities, assists in the development of budgets or other accountability tools, processes financial transactions, reconciles various accounts, prepares financial reports, provides financial advice, maintains internal controls, and supervises the Finance Officer.

## **SCOPE**

The Finance Manager “Manager” position is based at the Aurora Campus, Inuvik and reports to the Comptroller. The incumbent liaises with other accounting staff to ensure that accounts payable, receivable and collection functions, purchasing, third party, service contract management, supply management, and financial procedures are executed accurately and consistently. The Finance Manager works within the context of the College's vision and principles, 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) implemented by the Public Service Accounting Board.

The Manager implements new procedures in their areas of responsibility and must be able to interpret legislation, regulations, directives, and Aurora College policies on the operation and administration of educational programs.

In consultation with the Comptroller the incumbent oversees financial administration, policy/internal control, accounting, contract administration, budgeting, and reporting/information decisions for the Aurora Campus and an assigned division at Aurora College.

The Finance Manager ensures that all financial and administrative policies and procedures are followed. The total value of financial transactions controlled by this position is approximately \$9M, which includes 3rd party funding and involves over 100 employees. The Manager is responsible for supervision of two Finance Officers, one located at Aurora Campus and the other at the Western Arctic Research Centre (WARC) in Inuvik. The incumbent has a visa limit of \$30,000 exercises payment and commitment authority of up to \$100,000 including third party contracts, casual payroll, overtime, accounts payable, journal vouchers and has spending authority up to \$25,000.

## **RESPONSIBILITIES**

### **1. Oversees accounting transactions and financial controls.**

- Implements and oversees an effective system of internal controls, as defined by the Director of Finance/CFO, to ensure consistent, timely and accurate preparation of financial information.
- Ensures all financial documents comply with GNWT, College and GAAP principles, policies, and procedures.
- Identifies/investigates unusual transactions to ensure appropriate accounting principles, policies and procedures are applied.
- Performs and oversees the accurate preparation, data entry and batching of regional accounts payable and accounts receivable transactions.
- Provides advice to the Comptroller on budgetary and expenditure control, financial record management, weaknesses in internal controls, and overall financial operation of the area.
- Completes financial month-end, year-end, and audit processes, including accounts payable accruals, journal vouchers, petty cash reconciliations, etc., to ensure that financial transactions are accurately allocated to the correct period on a timely basis.
- Approves employee timesheets and vacation in PeopleSoft system and completes termination documentation as required to ensure that payroll is processed accurately by the GNWT.
- Controls and reconciles all incoming cash transactions, records revenue, and reviews/approves bank deposits daily. Reviews/approves the administration and reconciliation of petty cash.
- Oversees and ensures the timely review and collection of outstanding receivables for the division/campus. This includes authorization of credit in accordance with College policies and procedures and accountability to address outstanding accounts on an individual basis.
- Follows-up on recovery issues for the assigned division/campus.

### **2. Facilitates budgeting, reporting, and financial performance.**

- Schedules, prepares, and distributes financial reports for those in the assigned division/campus.
- Assists in the preparation of the division's annual budget in cooperation with applicable leaders and the Manager, Accounting, Budgeting, and Inventory for the College.
- Monitors and analyzes operational, capital, or program expenditures vs. base funding, third party funding, tuition and rent revenues for the division/campus against budget to ensure targets are met. This includes the production of monthly status reports,

distribution of variance reports to applicable leaders, as well as other staff and provides financial guidance as required.

- Maintains various spreadsheets to track internal financial activity such as distribution of ARI Gas credit cards, photocopying volume, textbook purchases, etc.
- Reviews and corrects budgets and cash flows prepared by staff for third-party contracts and proposals.
- Contributes to the effective administration of third-party contracts relating to the region. Reviews third-party contracts under \$100,000 against a checklist of administrative, audit and legal requirements.

### **3. Communicates financial expertise to others.**

- Provides supporting analysis and recommendations for managers in the assigned division/campus and assists them in making proper business decisions.
- Provides Finance-related training and orientation for new employees in the assigned division/region, which includes budgeting, third party contract preparations, financial coding, third party contract approval process, VISA reconciliation, purchasing, services and contracts and service agreements, honoraria, hospitality travel claims and general information about the Finance team.
- Completes and maintains procedure manual for the Finance Manager position and oversees the preparation of the procedure manual for the Finance Officer position.

### **4. Leads and supervises direct reports.**

- Develops short-term (~1 year or less) plans for the future activities of the department that align with Aurora College's overall strategy.
- Establishes the priority issues for action by direct reports.
- Ensures direct reports other applicable stakeholders fully understand and follow all institutional policies that apply to them and comply with legislation.
- Encourages direct reports informally promote Aurora College' activities.
- Promotes workplace safety in all the department's activities. Ensures direct reports perform regular safety inspections of equipment and work locations with timely resolution of safety issues.
- Organizes, plans, and leads regular department meetings.
- When applicable, actively seeks constructive input from direct reports on how to capture and build on the synergies of all three campuses & other regions.
- Develops a training plan to map out training requirements for all in the department, as well as developmental/beneficial training. Such a plan will have a budget and will be revisited regularly.
- Reviews and approves professional development plans for direct reports and monitors follow-up activities to maintain high standards of performance.
- Ensures all new direct reports are fully oriented to the institution, their positions, and where necessary, to their community.
- Ensures appropriate and consistent action is taken to discipline staff when necessary, using the progressive discipline model. Seeks assistance from the Director of Finance/CFO and GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.
- Monitors employee performance on an on-going basis and completes annual performance reviews. Coaches and mentors direct reports to improve performance.

- Ensures service assignments to staff in the department are appropriately shared.

#### **5. Contributes to the effectiveness, safety, and reputation of the College.**

- Identifies risks as it relates to the department, escalating to the Comptroller for mitigation.
- Provides input and pertinent information to others for new initiatives as required.
- Undertakes/leads special projects, with Comptroller approval.
- Maintains and supports relationships important to the College and/or department by meeting regularly with stakeholders including, but not limited to, Indigenous organizations, regional and community leadership, federal and territorial government divisions, and partners in education, research, business, or industry.
- When asked, may represent the institution or Finance department at meetings.
- Fosters teamwork and supports the work of direct reports. Attends, and may help coordinate, team-building functions outside the department.
- Collaborates with other managers to resolve any operational misalignment across departments.
- Participates in an appropriate share (as defined by the Comptroller) of institutional service assignments, such as leading/participating in committees and task forces.
- Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual conditions.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

No unusual conditions.

#### **Mental Demands**

No unusual conditions.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial, accounting, and administrative policies and procedures, including Generally Accepted Accounting Principles (GAAP), and familiarity with GICA (PSAB).
- Knowledge of accounts payable, accounts receivable, general accounting, bank reconciliation, and month/year-end financial procedures.
- Skills in complex problem-solving, statistics, and analytical thinking
- Skills in financial information systems, spreadsheets, word processing, and database management.
- Skills in financial management, including budgets, variance reporting, contracts, and planning.

- Ability to apply accounting policies, theories, or principles to determine which transactions are suspect and/or require further investigation.
- Ability to adhere to very strict deadlines.
- Ability to follow professional and ethical standards and adhere to a code of conduct.
- Ability to integrate information from a diversity of sources, negotiate issues, and train others on financial concepts.
- 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:**

Completion of the CPA PREP program, a university degree in Accounting or Finance, three (3) years of financial/accounting work experience, and two (2) years of supervisory experience.

Equivalent combinations of education and experience will be considered.

**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