![College Aurora College logo]

IDENTIFICATION

Department	Position Title		
Aurora College	Finance Officer		
Position Number	**Community**		**Division/Region**
91-6754	Inuvik		Corporate Services & Administration

PURPOSE OF THE POSITION

The Finance Officer provides a wide range of accounting and financial services to the assigned division/region(s) with limited supervision. The position processes payable and receivable transactions; approves and processes commitment documents for payment; codes and processes supplier/vendor payments; and completes year-end functions associated with accounts payable including VISA, accounts receivable, and float to ensure accurate and timely financial transactions are recorded at the College.

SCOPE

Located in and reporting to the Finance Manager in Inuvik, 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. **Processes accounting transactions and monitors financial controls.**
    - 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.

- Ensures all transactions supported by adequate documentation for proper processing and confirms that the transactions are processed in accordance with policies and under the proper accounting standards.
- Identifies unusual transactions and brings it to the attention of the Finance Manager for further investigation.
- Audits travel claims for amounts claimed and approves payment authority before processing. 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.
- Interfaces documents to the Financial Information System.
- Sets up vendors and customers on the system, regularly verifying vendor information for accuracy as payables and receivables are data entered.
- Controls the content of the safe.
- Supports 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 creating list of accounts payable accruals.

2. **Supports purchasing and contracting activities.**
- Reviews all commitment documents for the acquisition of goods, services, transportation, and other items. 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.
- 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.
- Audits and processes all supplier/contractor payments for the Finance Manager's signature when greater than delegated signing authority.
- Assembles all payable batches, enters them into the system and submits them to the department for posting.
- Verifies vendors' statements monthly and responds to supplier, contractor and vendor enquiries as required to ensure that all invoices are appropriately paid.
- Runs batch listing reports for all accounts payable and forwards to finance for posting.
- Administers all accountable forms.
- Prepares and maintains a procedure manual for the Finance Officer position.

3. **Supports accounts receivable activities reconciles cash.**
- Executes Accounts Receivable investigations assigned by the Finance Manager. Invoices customers as necessary.
- Reconciles cash received and charges on account in the student information system. After verification by the Finance Manager, enters all Accounts Receivable transactions to into the system.
- Prepares the deposits for revenues collected, and handles, reconciles, replenishes the float at the cask counter, as per policy.

- Provides ad hoc customer service to clients such as collection of rental revenue and responding to account payment queries as appropriate.
- Responds to students, vendors, and other customers inquiries about their accounts.
- Enters payments received into the system and applies to the applicable account(s).

4. **Contributes to the effectiveness, safety, and reputation of the College.**
   - Upon request, creates reports, analyses, budgets, and/or briefings in support of department operations.
   - Complies with all institutional policies and applicable legislation.
   - Provides input and pertinent information to others for new projects, initiatives, and future training plans as required.
   - Undertakes special projects, as assigned by the supervisor.
   - May support, or provide input to, events and presentations that promote Aurora College's activities, programs, and offerings to others.
   - Acts as an ambassador by promoting Aurora College's programs and image.
   - Escalates safety concerns to supervisor.
   - Fosters a supportive learning/working environment and assists other staff/faculty as needed.
   - Attends team-building functions and regular department meetings, which may be face-to-face or virtual. At times, the incumbent may be asked to chair or take minutes at meetings.
   - Participates in an appropriate share of institutional service assignments, such as participating in committees.
   - Documents professional development plan and required training needs.
   - Supports recruitment and onboarding of new staff, upon request.

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 financial, accounting, and administrative policies and procedures, including GAAP and PSAB
- Knowledge of accounts payable, accounts receivable, general accounting, bank reconciliation, and month/year-end financial procedures.

- Skills in financial information systems, spreadsheets, word processing, and database management.
- Skills in financial and analytical thinking.
- 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 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 in accounting and one year of financial/accounting work 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