



## IDENTIFICATION

Department	Position Title	
Beaufort Delta Divisional Education Council	Finance and Administration Officer	
Position Number	Community	Division/Region
92-14069	Inuvik	Beaufort Delta

## PURPOSE OF THE POSITION

The Finance and Administration Officer is responsible for maintaining and monitoring financial, administrative and contractor payroll for the Beaufort-Delta Divisional Education Council (BDDEC) and its eight District Education Authorities to ensure effective, efficient and accurate operations. This position complies with the *Education Act*, the *Financial Administration Act*, the Human Resources Manual, the Union of Northern Workers and Northwest Territories Teachers' Association Collective Agreements and BDDEC policies and procedures.

## SCOPE

Located in Inuvik, the Finance and Administration Officer reports to the Comptroller and is responsible for maintaining and monitoring the day to day financial, accounting and contractor payroll system within the BDDEC central office. This position is responsible for maintaining and monitoring and/or creating/completing internal controls within the Division office and for monitoring the financial reports and processes of the District Education Authorities.

The Finance and Administration Officer contributes to the effective operation and administration of the BDDEC, DEAs, and schools by ensuring that financial controls are in place and those expenditures and revenues comply with relevant legislation, policies and procedures, ensuring that employees are paid in an accurate and timely manner.

Occasionally, the Finance and Administration Officer will be required to travel to the Beaufort-Delta communities to review the accounting and financial reporting systems with the DEA Secretary-Treasurers and to review DEA periodic Financial Statement with the DEA Executive.

## **RESPONSIBILITIES**

### **1. Administer and monitor the BDDEC accounting system to ensure the accuracy, completeness, validity and verifications of all financial transactions that also includes School Fundraising activities, and GNWT Special Projects.**

- Manage the weekly cheque run.
- Record all cheques.
- Prepare vendor cheques for mailing.
- Maintain update vendor files and file numbers.
- Ensure Local Contract Authority (LCAs) have the correct coding and approvals.
- Research discrepancies in accounts payable.
- Review and verify travel claims.
- Prepare correspondence for any recoveries to be made by BDDEC.
- Assist with administrative support as required.
- Keep Accounts Receivable up to date.
- Receive and verify any bill backs and invoice to correct addressees.
- Send weekly variance and detailed reports to all schools.
- Send weekly reports of all outstanding invoices to schools.
- Reconcile monthly Visa statement for Accounts Payable.
- Book any travel and accommodations for council and schools, when required.
- Additional activities specific to BDDEC functions:
  - Reconcile monthly vendor statements
  - Keep Accounts Receivable up to date
- Additional activities specific to School Fundraising:
  - Prepare manual cheques as and when required
  - Prepare and post journal entries to allocate or reallocate school fundraising Revenue and Expenses
  - Assign codes to school fundraising activities
- Additional activities specific to GNWT Special Projects:
  - Prepare and post journal entries to allocate or reallocate projects Revenue and Expenses
  - Assign codes to projects
  - Issue annual financial reports with supporting documentation for projects

### **2. Maintain BDDEC financial controls, perform monthly reconciliations and prepare monthly financial reports to ensure the accuracy and integrity of the financial system.**

- Ensure internal controls are maintained.
- Issues invoices for all accounts receivable.
- Ensure security and deposit of all receipts for payment of invoices and control of cheques and cash.
- Maintain records and follow up and collect on past due receivables and N.S.F. cheques.
- Research and prepare special reports as directed by the Comptroller.
- Prepare monthly reconciliations of the general ledger, accounts receivables, accounts payable and accrued payable accounts.

- Prepare monthly reconciliations of travel advances, employee advances and prepaid expenses.
- Prepare and distribute the weekly account detail reports to Senior Managers, School Principals and BDDEC Consultants.

### **3. Serve as BDDEC contracts administrator.**

- Prepare tender documents.
- Prepare service contracts.
- Monitor spending authorities' adherence to GNWT procurement rules and regulations.
- Administer BDDEC contracts.
- Interpret Financial Administration Manual upon such requests.

### **4. Coordinate and perform BDDEC year-end financial duties**

- Assist with the preparation of year end audit adjustments.
- Assist with preparation of the annual audited financial statements.
- Input new-year budget.

### **5. Complete payroll functions for BDDEC contactors to ensure payment in an accurate and timely manner**

- Ensure contractor documentation is correct.
- Verify pay amounts, hours of work, deductions, etc.
- Edit the contractor pay system as required.
- Verify coding and obtain signatures.
- Provide back-up support for the data entry of payroll information.
- Run pay and check for errors.
- Process and print pay cheques and obtain signatures.
- Sort and distribute contractor cheques.
- Post payroll journal entries.
- Prepare remittances as required for standard payroll deductions.
- Establish and maintain confidential contractor files.
- Prepared record of employment forms for contractors.
- Print T4s.
- Prepare and distribute the bi-monthly contractor expenditure report.

### **6. Administrative responsibilities**

- Co-ordinate training for new staff on GNWT procurement rules and regulations.
- Act on behalf of the Comptroller when required.

### **7. Monitor financial reporting from the eight District Education Authorities (DEAs) to ensure compliance with Contribution Agreements.**

- Provide direction and mentoring to DEA Secretary Treasurers on responsibilities and GNWT procurement rules and regulations.
- Receive and review monthly financial statements to identify errors and data omissions.

- Recommend adjustments to monthly financial statements to the DEA Secretary-Treasurers.
- Respond to requests for assistance from the Secretary-Treasurer.
- Provide advice and guidance on problem areas and on generally accepted accounting principles.
- Prepare contribution payments as per the Contribution Agreements.
- Advise the Comptroller of situations involving high financial risk and/or misuse or misappropriation of funds.
- Receive and review DEA operating budgets.
- General, Year End, and Audit Preparation Tasks:
  - Reconcile G/L accounts
  - Complete Schedule of Expenditures
  - Record Year End Adjustments
  - Reconcile Intercompany Payable & Receivable Accounts
  - Prepare Financial Statements for Audit
  - Ensure all DEA minutes are properly approved, signed and filed.
  - Ensure DEA action items that are motioned are carried out.
  - Monitor Contribution Agreements to ensure Proper Reporting & Invoicing
  - Prepare Annual Budget for All DEA's

**8. Perform full accounting cycle functions for DEAs, as required in the absence of a Secretary-Treasurer.**

- Accounts Payable:
  - Issue Purchase orders
  - Verify Invoices
  - Issue Payments
- Accounts Receivable:
  - Invoice preparation
  - Receipting Payments
  - Bank deposits
- Payroll
  - Receive Timesheets
  - Receive TD1's for new employees
  - Set up new employees for payment
  - Issue Pay Cheques
  - Prepare CRA and NT Tax remittances
  - Issue ROE's as required
  - Reconcile Payroll accounts for T4 reporting
  - Issue T4's for employees and file with CRA
  - Complete WSCC reporting and remittance
- Month End reporting
  - Complete Bank reconciliations
  - Ensure all Data Entry is complete
  - Record adjustments
  - Issue Financial Statements and other reports as required

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

Work activities require intense concentration, attention to detail and high levels of accuracy.

### **Mental Demands**

There are a number of deadlines associated with this position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial and administrative policies and procedures and generally accepted accounting principles (GAAP).
- Knowledge of payroll systems and procedures and an ability to conduct transactions relating to payroll deductions and remittances.
- Knowledge of and/or the ability to acquire and apply knowledge of staffing legislations, policies and procedures.
- Skilled in the areas of budgeting processes, financial reporting, accounts payable, accounts receivable, general ledgers, bank reconciliations and year-end financial procedures.
- Skills relating to attention to detail and accuracy.
- Ability to communicate effectively (verbally and written).
- Ability to prioritize work, make decisions and stay organized.
- Ability to listen and respond positively in all client situations.
- Ability to use computer based accounting programs, spreadsheets and emails.
- Respectful understanding of local people and cultures of the community.
- Ability to be flexible and contribute positively in a cooperative team environment.
- Awareness of the importance and limitations of confidentiality, and the ability to maintain strict confidentiality of records and personal information.
- 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 degree in Accounting or Business Administration and one (1) year of relevant experience using computerized accounting programs.

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