



IDENTIFICATION

Department		Position Title	
Dehcho Divisional Education Council		Finance and Administration Officer	
Position Number	Community	Division/Region	
96-15453	Fort Simpson	Dehcho	

PURPOSE OF THE POSITION

The Finance and Administration Officer is responsible for maintaining and monitoring financial, administrative and payroll for the Dehcho Divisional Education Council and its eight District Education Authorities to ensure effective, efficient and accurate operations. The Finance and Administration Officer must comply with the Education Act, the Financial Administration Act, the Human Resources Manual, the UNW and NWTTA Collective Agreements and the Dehcho Divisional Education Council

SCOPE

The Dehcho Divisional Education Council is the governing education body for the Dehcho Division as legislated under the Education act. The Dehcho Divisional Education Council (DDEC) consists of one member selected from each of the eight elected District Education Authorities (DEA) that represent the communities of Fort Simpson, Fort Providence, Jean Marie River, Kakisa Lake, Sambaa K'e, Wrigley, Fort Liard and Nahanni Butte. In addition, the DDEC serves approximately 490 students in nine schools, is responsible for a staff of approximately 85 administrators, teachers and support staff and a budget of over \$13 million. The Superintendent and staff of the DDEC provide professional advice; educational, administrative, technical and financial services; and support and assistance to the DDEC, DEAs, school administrators and staff, stakeholders, members of the public and the students and families in order to ensure the delivery of quality educational programs and services within the division.

The Finance and Administration Officer (Officer) reports to the Comptroller and is responsible for maintaining and monitoring the day to day financial, accounting and payroll system within the DDEC central office. The Finance and Administration Officer works independently and is

responsible for the day to day operations of specific tasks. The Officer is responsible for maintaining and monitoring internal controls with the Division office and for monitoring the financial reports and processes of the DDEC, schools and DEAs.

The Officer contributes to the effective operation and administration of the DDEC, DEAs and schools by ensuring that financial controls are in place and those expenditures and revenues comply with relevant legislation, policies and procedures and that reporting for various agreements and contribution are completed and submitted in a timely manner.

The Officer is also the Occupational Health and Safety officer and coordinator for the Council office as well as the Coordinator for all the schools in the DDEC region and is required to attend safety meeting and ensure that the DDEC and schools are compliant with all safety requirements and procedures.

RESPONSIBILITIES

1. Administer and monitor the DDEC accounting system to ensure the accuracy, completeness, validity and verifications of all financial transactions.

- Assist, when required, the weekly cheque run which includes recording all cheques, prepare vendor cheques for mailing, prepare manual cheques as and when required
- Maintain update vendor files and file numbers
- Research discrepancies in accounts payable
- Prepare correspondence for any recoveries to be made by DDEC
- Assist with administrative support as required
- Send monthly reminders on Accounts Receivable accounts
- Submit and arrange for recovery of delinquent account receivable including submitting documents to collection agencies following outlined procedures.
- Send weekly variance and detailed reports to all schools
- Send monthly variance and detailed reports for each school to their respective DEA
- Reconcile monthly credit card statement for Accounts Payable
- Book any travel and accommodations for council and schools, when required
- Maintain 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
- Ensure security and deposit of all receipts for payment of invoices and control of cheques and cash
- Check of incoming packing slips to shipments and purchase order.
- Maintain individual spreadsheets for special contributions and fundraising school accounts
- Research and submit applications for funding from foundations and funding agencies
- Maintain records and follow up and collect on past due receivables and N.S.F cheques
- Prepare monthly reconciliations of the general ledger, accounts receivables, accounts payable and accrued payable accounts

- Research and prepare special reports as directed by the Comptroller or the Superintendent
- 2. Serve as Dehcho DEC contracts administrator.**
- Prepare tender documents
 - Prepare service contracts
 - Monitor spending authorities adherence to GNWT procurement rules and regulations
 - Administer DDEC contracts
 - Apply Financial Administration Manual respecting such requests.
- 3. Assist and perform 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
 - Prepare remittances as required for standard payroll deductions
 - Prepare T4s WSCC and payroll tax reporting requirements
- 4. Monitor financial reporting from the eight District education Authorities to ensure compliance with Contribution Agreements.**
- Provides training for 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 of funds
 - Receive and review DEA operating budgets
 - Perform General, Year End, and Audit Preparation Tasks including collection of records
 - Reconcile G/L accounts for DEA on a quarterly basis
 - 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 DEAs
 - District Education Authorities which do not have a permanent Secretary-Treasurer prepare:
 - Full accounting cycle for various DEA's as required

- 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

5. Administrative and Management Support

- Serve as the Council Occupational Health and Safety Officer for the Council and WSCC contact coordinator for the region, including completing quarterly questionnaires for WSCC and update school binders and ensure compliance with Safety regulations and OHS.
- Assist the Comptroller in development and updating of policy and procedure manuals and training products for DEAs and staff.

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

- sound knowledge of financial and administrative policies and procedures and generally accepted accounting principles
- specific knowledge in the areas of budgeting processes, financial reporting, accounts payable, accounts receivable, general ledgers, bank reconciliations and year-end financial procedures
- knowledge of payroll systems and procedures and an understanding of payroll deductions and remittances.
- familiar with computer hardware and accounting software.
- sound decision making skills.
- familiarity with, and sensitivity to, the people and cultures of the division.
- analytical and problem solving skills
- effective verbal, written and listening communications skills

- attention to detail and high level of accuracy
- effective organizational skills
- computer skills including computerized accounting programs, word processing, advanced spreadsheet skills, email and Internet
- time management skills

Typically, the above qualifications would be attained by:

The above knowledge, skills and abilities would typically be attained by education in a professional and university level accounting program. At least one year work experience in an intermediate position would also be necessary to attain the required qualifications. The person should also be bonded or eligible for a bond application.

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