



**Kitigan Zibi Administration
Finance Director
JOB DESCRIPTION**

GENERAL INFORMATION	
Job Title	Finance Director
Category	Professional
Sector	Administration
Location	Community Services
Terms	Indeterminate Full-Time
Hours	35 hours Flexible
Immediate supervisor	Comptroller/Community Services Director
Date of job description	September 2016
JOB SUMMARY	
<p>The Finance Director is responsible for planning, directing and controlling financial, human resources and administrative functions for the Community by following internal policies, and in accordance with the Canadian Public Sector Accounting Standards.</p>	

KEY DUTIES	
<ul style="list-style-type: none"> • Manage accounting and financial systems and maintain full and accurate accounting records • Conduct financial analysis and prepare detailed financial reports and statements • Responsible for all functions within the finance sector, accounts payable, accounts receivables and payroll • Provide financial and accounting advice, direction and leadership • Ensure compliance with financial legislation, policies and procedures and adhere to the terms of all Funding and Contribution Agreements • Develop and implement purchasing practices and monitor the purchasing system • Prepare audit tender documents and administer contracts • Respond to auditors' comments concerning finances and operations and oversee required action to address deficiencies • Implement and monitor payment authority practices • Establish and maintain cash controls • Ensures all remittances balance and respective payments are issued on time • Monitor department spending and recommend corrective actions as necessary • Manage investments and reserves • Reconcile general ledger accounts • Evaluate the performance of, and provide training and development opportunities for, Finance and Administrative staff • Manage the maintenance and upgrade of financial and payroll information systems • Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to section employees 	

ACCOUNTABILITY	
<p>The Finance Director reports directly to the Community Services Director/Comptroller and is responsible for managing financial, human resources, and administrative functions. This includes conducting financial analysis and preparing financial reports; developing and implementing an effective system of accounting; managing the payroll system and maintaining accurate and current records.</p>	

WORKING RELATIONSHIPS	
Interpersonal Relationships	<ul style="list-style-type: none"> • Maintains proper working relationships with colleagues, clients directors, and KZA Chief and Council, Funders.
Leadership	<ul style="list-style-type: none"> • Takes a leadership role in managing a financial sector and all related financial matters • High level of confidentiality and discretion is required
Team work	<ul style="list-style-type: none"> • Supports and creates team work in Finance and KZA sectors.
External communications	<ul style="list-style-type: none"> • Communicate daily with the clients, contractors and directors; • Communicates with the external Auditor and funding agencies; • Able to communicate daily in English and French
Negotiations	<ul style="list-style-type: none"> • Not applicable
Training	<ul style="list-style-type: none"> • Training in financial software updates • May train finance sector staff • Keeps abreast of all Federal and Provincial Regulations.

ENVIRONMENTAL FACTORS	
Deadlines	<ul style="list-style-type: none"> • Meets financial reporting deadlines monthly, quarterly and yearly, and as requested by KZA Directors/Chief and Council.
Mental and physical effort	<ul style="list-style-type: none"> • The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail and high levels of accuracy. Fluctuating stress levels may be in the medium to medium high range.
Working Conditions	<ul style="list-style-type: none"> • Indoor Work • Hours and/or days may fluctuate to accommodate specialized reporting and analysis requirements.
Cultural competency	<ul style="list-style-type: none"> • Awareness and knowledge of KZA culture and community.

QUALIFICATIONS REQUIRED	
Education and Experience	<ul style="list-style-type: none"> • Certified Professional accountant (CPA) or • CAFM with 5 years' experience in a related position or • A Bachelor's Degree in Business Administration, Commerce, Accounting, Economics or a related field or a College Diploma

	<p>in Business Administration along with 10 years of experience in financial management, accounting, finance, auditing or a related field;</p> <ul style="list-style-type: none"> • Experience in carrying out audits and working with auditors; • Experience in supervising employees;
Skills and knowledge	<ul style="list-style-type: none"> • Ability to read and write in English at a competent level; • Ability to communicate orally in English and French are required for this position; • Computer literacy in financial software is required; • Standard office computer literacy, instant messaging and use of the Internet.
Conditions of employment	<ul style="list-style-type: none"> • Medical Certificate of good health is required; • Enhanced reliability check will be required in order to be considered for the position; • Must not possess any criminal convictions. • Legally able to work in Canada