


FINANCE CLERK JOB DESCRIPTION		
	Department	Administration
	Immediate Supervisor	Finance Manager
	Location	Manitoulin Island/Sudbury
	Salary Range	Per Grid AS2

General Description

The Finance Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Clerk must comply with the Generally Accepted Accounting Principles and Kina Gbezhgomi Child and Family Service financial and personnel policies and procedures.

Job Purpose

The Finance Clerk reports to the Finance Manager and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures, processing and monitoring receipts and revenues, and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that agency finances are accurate and up to date, that staff are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits. All Employees are part of a multi-functional team where members are expected to possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being.

Primary Responsibilities and Duties

1. Perform the day to day processing of financial transactions to ensure that agency finances are maintained in an effective, up to date and accurate manner

Main Activities:

- Receive and verify invoices and requisitions for goods and services
- Ensure that all financial transactions comply with financial policies and procedures
- Prepare, verify, and process invoices and coding payment documents
- Prepare batches of invoices for data entry
- Complete data entries to process invoices for payment
- Process backup reports after data entry
- Manage the weekly accounts payable cheque run
- Record and maintain Accounts Receivables – revenue receipts, including, all cheques
- Prepare vendor cheques for mailing
- List all vendor cheques in the log book
- Prepare manual cheques as and when required
- Maintain listing of accounts receivable and payable
- Maintain the general ledger
- Maintain updated vendor files and file numbers
- Maintain updated Revenue Source files and file numbers
- Maintain all Foster Parent Reimbursement forms and files

- Prepare and distribute monthly financial reports
2. Complete casual payroll functions in order to ensure casual staff are paid in an accurate and timely manner

Main Activities:

- Establish and maintain confidential casual employee files
 - Process T-4 forms
 - Calculate salaries and benefits
 - Verify pay amounts, hours of work, deductions, etc.
 - Verify coding and obtain signatures
 - Batch pay sheets for data entry
 - Data enter of payroll information
 - Log in and distribute pay cheques
 - Prepare and remit source deductions and payroll tax
 - Prepare and remit WSIB remittances
 - Prepare Records of Employment (ROE)
3. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

- Ensure that all cheques are endorsed by authorized signatories
 - Monitor and order office supplies
 - Prepare purchase orders for signature by authorized signatories
 - Prepare travel and accommodation bookings and travel advances for staff
 - Review and verify travel claims
 - Reconcile travel advances with travel claims
 - Maintain a filing system for all financial documents
 - Ensure the confidentiality and security of all financial and employee files
 - Assist with the completion of monthly bank reconciliations
 - Maintain an up to date asset listing of agency owned equipment and furnishings
 - Assist with booking and maintenance of agency vehicles
 - Completion of monthly and quarterly Activity Reports
4. Perform other related duties as required

Organizational Responsibilities

As a representative of Kina Gbezhgomi Child and Family Services, the Employee is responsible for:

- Contribute to the culture of the agency through sharing and building knowledge and understanding, respect and sensitivity of the Anishinabek culture, traditions and the Seven Grandfather Teachings;
- Reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- Acting in accordance with relevant legislation and Agency Policies and Standards and Procedures;
- Proposing changes within Kina Gbezhgomi Child and Family Services that would improve the quality of service to Anishinabek children, families and communities;

- Developing and maintaining respectful cooperative working relationships that will contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- Understanding his/her role and responsibility in maintaining a safe workplace and preventing workplace injuries;
- Ensuring accuracy, confidentiality and safekeeping of agency records; and,
- Participating constructively in the supervision process with the immediate Service Manager.

Qualifications

Education

- Two (2) year Accounting Diploma or Business-related diploma from a recognized, accredited college

Work Experience

- Must have at least two (2) years of recent and successful employment experience within an office administration environment with significant exposure to financial processes and procedures

Knowledge, skills and abilities

- Knowledge of office administration and basic bookkeeping procedures
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Knowledge of payroll functions and procedures ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- Confidentiality concerning financial and employee files
- Awareness of Generally Accepted Accounting Principles (GAAP) and Employment Standards Act (2000)
- Awareness of Aboriginal Child Welfare sector is preferred
- Knowledge of the Kina Gbezhgomi Programs & Services and Personnel Policies and Procedures
- Excellent interpersonal, team building, bookkeeping, analytical, time management and problem solving skills
- Effective verbal and listening, communications, organizational, and computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs, and email at a highly proficient level
- Superior financial calculation understanding, knowledge and skills
- Understanding and awareness of a First Nations employment environment, including knowledge of KGCFS member First Nation communities as well as the local customs and tradition
- Ability to work well with other managers from a wide range of department areas
- Ability to work flexible hours as required
- Must possess a valid driver's license, access to a vehicle, and be willing to travel
- Must provide a clear Criminal Records Check and Driver's Abstract; and
- Ability to speak Anishinabemwin is preferred and is a definite asset.

Proficiency in the use of computer programs for:

- Word processing – MS Word, Power Point, Publisher
- Databases
- Spreadsheets – MS Excel
- E-mail - MS Outlook
- Acc Pac and/or Frontline – Finance module experience would be an asset

Working Conditions

Conditions of Employment

- Must provide a clear Police Records Check with Vulnerable Sector Screening Check;
- Must possess a valid standard First Aid/CPR certificate or be willing to obtain one;
- Must have a class 'G' Ontario Driver's License, access to a personal vehicle and be able to travel; and,
- Ability to work flexible hours as determined by the Manager or designate in relation to service delivery requirements.

Physical Demands & Work Environment

- The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar that will occur within the workplace or work setting.
- While performing the duties of this job, the "Position" will typically be in an office setting, the delivery of activities likely will be off site.
- Finance Clerk works a standard work week of 35 hours per week, however, the ability to work flexible hours may be required. The position may require working some overtime hours to attend meetings of the Board and during specific periods of the Finance Department Peak Cycle Periods such as the Annual Audit, Budget Preparations, and Quarterly Reporting.
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- The employee may be exposed to potentially hazardous environments this may include driving conditions and volatile situations during home visits.
- The employee may perform other related duties as required to meet the ongoing needs of the organization.