


FINANCE CLERK JOB DESCRIPTION

	Department	Finance Department
	Immediate Supervisor	Finance Supervisor
	Location	Manitoulin Island / Sudbury
	Salary Range	In Accordance with the Salary Grid

Kina Gbezhgomi Child and Family Services (KGCFS) is committed to staffing a workplace representative of the Indigenous population we serve. We encourage First Nations, Metis, and Inuit applicants to apply and please self-identify in their cover letter.

OVERVIEW

The Finance Clerk is responsible for performing financial, administrative, and clerical services for the agency's day to day operations under the direct supervision of the Finance Supervisor. The Finance Clerk will be trained to perform various tasks within Accounts Payable, Accounts Receivable, Payroll, Benefits and Electronic Filing Systems. All KGCFS employees are expected to participate and respect the Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being as part of adhering to the agency's mission statement, vision statement, and service principals.

DUTIES & RESPONSIBILITIES

- Attend training hosted by the supervisor, and following the procedure manuals, and advises supervisor of any changes to the manuals that need to be completed.
- Participate in professional development and training opportunities to achieve increased competence to keep current with the theory and practice in one's area of employment.
- Act as a representative at Joint Occupational Health and Safety Committee for Finance Site and attend meetings as required.
- Attend regular Finance Team Meetings, providing input on issues and concerns.
- Responsible for providing financial, administrative, and clerical services.
- Ensure that all financial transactions comply with financial policies and procedures.
- Know the Chart of accounts in the general ledger.
- Assist in the audit as required and preparation of year-end financial reports.
- 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.
- Data entry into the AP, AR, Payroll, Benefits systems, utilizing the data from the forms developed by the Manager following the process as advised by the supervisor, in accordance with the administrator's needs.
- Maintain updated paperless vendor files and file numbers.
- Keep updated paperless customer file and invoice numbers.
- Provide updated Revenue Source files and file numbers.
- Monitor payments and expenditures, processing and monitoring receipts and revenues.

- Prepare and monitor the payroll system, AR/AP System, and time management system.
- Prepare, verify, and process invoices with back up and maintain coding payments via AR.
- Make ready batches of invoices for data entry.
- Verify all purchase orders, incoming statements, invoices, and expense claims for authentication in conjunction with appropriate personnel prior to processing.
- Process backup reports after data entry.
- Establish and maintain a virtual, paperless, vendor file accounts each year for audit purposes.
- Receive and verify invoices and requisitions for goods and services.
- Manage the weekly accounts payable cheque run.
- Complete data entries to process invoices for payment.
- Record and maintain Accounts Receivables - revenue receipts, including, all cheques.
- Prepare vendor and cheques for mailing.
- List all vendor cheques in the logbook.
- Create manual cheques when required.
- Ensure all approved cheque requisitions are compliant and input them into the computer system as per procedure manual and new directives.
- Maintain listing of accounts receivable and payable.
- Prepare monthly invoice statements, distribute monthly financial reports, and monthly billing statements for programs.
- Prepare invoices on behalf of the foster care department.
- Process Foster care per-diems related to foster parents and process cheque run for submission of direct deposit and process any supporting documentation and distribute accordingly.
- Verify the accuracy of expenses and provide up-to date expenditures as they relate to foster children (i.e., reimbursements and payback plan).
- Responsible for the systematic control and care of all financial accounting client and statistical files and records for the foster care program.
- Maintain all Foster Parent Reimbursement forms and files.
- Apply for the annual HST/GST rebate for the agency.
- Administer employee deductions, benefits, and other payroll related activities.
- Provide information as required to new employees in relation to deductions and benefits that apply.
- Provide services in an effective and efficient manner, accurately 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.
- Ensure RESP and OCBE are completed.
- Complete INAC applications for cost sharing monthly and submit quarterly reports.

QUALIFICATIONS

Education

A combination of any 3 or more of the following in Education and Certificates:

- Bachelor's in business administration in Accounting.

- Business Administration Accounting Diploma from recognized/accredited College.
- 3 Year Business Administration/Accounting Diploma: Office Administration & Management from recognized/ accredited College.
- 2 Year Accounting Diploma from recognized/accredited College.
- Office and Payroll Administrator Diploma (non-accredited College).

Certificates

A combination of any 3 or more of the following in Education and Certificates:

- Business Administration Certificate.
- Canadian Payroll Association Training: Payroll I & II, Employment Standards, Year-End Procedures and Terminations.
- Computerized Accounting Software Training: Accounts Payable, Payroll and Purchase Orders.
- Microsoft Office Training - Word, Excel, and Access.

Work Experience

A combination of any 3 or more of the following:

- Minimum 6 years' AR/AP Clerk experience.
- Minimum 1 year Finance/Accounting Clerk/ Finance Assistant experience.
- Minimum 3 years' Payroll Clerk experience.
- Minimum 2 years' Office Management/ Business Purchasing experience.
- Minimum 3 years' Receptionist experience.
- Minimum 3.5 years' First Nations Child Welfare Agency experience.
- Minimum 1 year Bookkeeping experience.
- The employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience.

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,
- The employee may be exposed to potentially hazardous environments this may include driving conditions and volatile situations.
- Must be willing to carry and agency cell phone, IT equipment, drive agency vehicle as needed.
- Can sit/stand for extended period in front of computer.
- 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.
- Work 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 during specific periods of the Finance Department Peak Cycle Periods such as the Annual Audit, Budget Preparations, and Quarterly Reporting.

SKILLS, KNOWLEDGE, & ABILITIES

- Effectively apply "Generally Accepted Accounting Principles" (GAAP) of financial management in accordance with the Canadian Institute of Chartered Accountants (CICA) and/or First Nation Financial Management.
- Awareness of Generally Accepted Accounting Principles (GAAP) and Employment Standards Act.
- Working knowledge of CICA standards for "Not for Profit Accounting".
- Working knowledge of the Ministry of Community and Family and Children's Services.
- Awareness of Child Welfare sector is preferred.
- Functional familiarity with general ledger, accounts payable, accounts receivable, and payroll procedures and practices.
- Working knowledge of the agency's Foster Care Program's financial policies as they pertain to accounts payable, receivable, and accounting practices.
- Understanding of office administration and basic bookkeeping procedures.
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Experience of payroll, pension & benefits functions, and procedure's ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Working knowledge of related financial systems software (e.g., AccPac, Penlieu – Finance Module, Easy Pay for Windows, Microsoft Teams, Zoom, Replicon, Adobe Acrobat Pro DC and Power Business Intelligence).
- Advanced skills in the use of Microsoft Office software including Excel (spreadsheets, pivot tables), Power Point (graphics), and Word.
- Work productively with limited supervision and ability to meet deadlines.
- Report requirements (i.e., budgets, quarterly report forms, statistical reports, etc.).
- Strong knowledge of government financial reporting and tax requirements.
- Highly proficient in the use of computerized financial/accounting systems, previous experience preferred.
- Due to the sensitive nature of the agency business and client information, confidentiality must be always maintained.
- Ensure accuracy, confidentiality, and safekeeping of Agency records.
- Proven leadership and planning abilities.
- Able to work well with other employees from a wide range of department areas.
- 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.
- Participate constructively in the supervision process.
- Act in accordance with relevant legislation and Agency Policies and Standards and Procedures
- Understand the roles and responsibilities in maintaining a safe workplace and preventing

workplace injuries.

- Propose changes within Kina Gbezhgomi Child and Family Services that would improve the quality of service to Anishinabek children, families, and communities.
- Develop and maintain respectful cooperative working relationships that will contribute to the integrated, seamless delivery of services to Anishinabek children, families, and communities.
- Reflect and interpret the Agency Vision, Mission, and Core Values in his/her own work with enthusiasm and commitment.

CULTURAL COMPONENTS

- Must 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.
- 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.
- Have an understanding and awareness of a First Nations employment environment, including knowledge of KGCFS member First Nation communities as well as the local customs and traditions.
- 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.
- Propose changes within Kina Gbezhgomi Child and Family Services that would improve the quality of service to Anishinabek children, families, and communities.
- Develop and maintain respectful cooperative working relationships that will contribute to the integrated, seamless delivery of services to Anishinabek children, families, and communities.

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, there can be exposure to wood smoke and the burning of sacred medicines within the work setting. These include the traditional medicines: tobacco, sweet grass, sage, or cedar.
- Positions in the field of Anishinaabe traditional Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.
- The incumbent can expect there will be times they will encounter inclement weather conditions during course of driving.
- All employees are required to follow the KGCFS COVID-19 Policy.

PHYSICAL DEMANDS

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift up to 12 kg (25lbs) and operate related equipment.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

ACKNOWLEDGMENT OF RECEIPT

I certify that I have read, understand, and agree to the responsibilities assigned to the position. I further understand that other duties may be assigned, or my role modified as necessary to meet changing needs of the organization.

Print Name	Employee's Signature	Date (DD/MM/YYYY)

I certify that this job description is an accurate description of the responsibilities assigned to the position at present. Management reserves the right to amend roles or duties as required.

Denise Morrow		
Print Executive Director Name	Executive Director Signature	Date (DD/MM/YYYY)