



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Senior Accountant

Department: Administration
Program: Administration
Report To: Finance Manager
Term of Employment: Full-time permanent
Hours of Work: 37.5 hours per week
Level: Level 7 (\$42.50 - \$52.90)

JOB PURPOSE

The Senior Accountant provides financial support to the Band through the maintenance of the general ledger, coordination of day-to-day financial activities including Payroll, Payables and Receivables and ensuring timely and accurate closing of each month end. The Senior Accountant is responsible for maintaining accurate financial records including the monthly review of bank recs and other Balance Sheet accounts and Department/Program spending vs budget. This position coordinates the audit process each year providing information to auditors as requested. The Senior Accountant provides general financial support to Band Department/Program managers and staff as required.

KEY DUTIES AND ACCOUNTABILITIES

Financial Duties

- Provides day to day administrative and finance support to the Band and assists Finance Manager as directed
- Signing authority on all Chippewas of Nawash Unceded First Nation (CNUFN) bank accounts
- Review journal entries to be posted to general ledger, ensure expenditures are allocated to the correct accounts.
- Prepare and process electronic transfer funds and wire transfers to all programs
- Review monthly financial reports for all Departments/Programs identifying and reporting major variances to management. Coordinate issuance of monthly Program Revenue/Expense statements to program managers.
- Coordinate the entry of current year budget into Adagio including any updates
- Review accounting cycle identifying more efficient processes and make recommendations to Finance Manager
- Complete and remit credit applications for programs as required
- Coordinate timely payroll processing by liaising with Supervisors to clear payroll exception report. Review Payroll register for reasonableness. Reconcile ADP payroll entries into Adagio GL each pay. Issue payroll invoices for Housing, Social Services, Education and Cape Croker Park
- Coordinate the issuance of payroll T4's on an annual basis
- Issue and monitor records for purchase orders in band administration and other departments when required
- Preparation of BCR's for Council approval of various invoice payments
- Banking manual deposits for all program accounts as required
- Maintain data integrity and back up all financial computer programs and software on a weekly basis

- Monitor and ensure security of all financial documents for CNUFN
- Keep Supervisor apprised of any financial duties or issues regarding financial matters with the CNUFN

Client Based

- Respond to inquiries from internal /external sources on a timely basis
- Assist with the preparation of letters, memos, business documents and reports to external agencies and representative requests

Other Duties

- Perform other duties as assigned from time to time by Finance Manager
- During periods of emergency in the community, perform duties required under Emergency Response Plan
- Maintain office and other supply items requirements for the for Finance and Administration office to run effectively and efficiently
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REQUIREMENTS

Education and Experience:

- Accounting diploma in related field and 5 years' experience in financial and organizational management support OR Grade 12 or equivalent with five (5) years' work experience in similar role
- Understanding of Generally Accepted Accounting Principles (GAAP)

Knowledge, Skills & Abilities:

- Knowledge of complete accounting cycle
- Working knowledge of payables/receivables and payroll
- Working knowledge of financial software (ex. Adagio, Sage, Quickbooks etc)
- Working knowledge of Microsoft Office software and ability to learn various databases
- Adagio Accounting software experience / ADP Payroll is an asset
- Experience working within a First Nation environment is an asset.

Designations, Licences & Requirements:

- Recent acceptable Criminal Record Check
- Ontario Class G Driver's licence would be considered an asset
- Training and Certification in WHMIS 2015, Workplace Harassment & Violence Training, COVID-19 Health & Safety Training, Occupational Health and Safety Training for Workers, Health & Safety Overview

PROBLEM SOLVING & COMMUNICATION

- Ability to interpret policies, procedures, guidelines and manuals to assist in solving problems
- Strong verbal and written communication and customer service skills to create and maintain relationships with internal and external parties
- Understanding the importance of confidentiality, privacy and tact with financial and sensitive documents and information
- Conflict resolution skills for handling of difficult persons/situations

DECISION MAKING & IMPACT

- Follow predetermined policies, procedures and guidelines
- Work with minimal supervision and ability to use sound judgement for decision making when needed which may affect finances and or reputation of organization

SAFETY RESPONSIBILITIES

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

STAFF REPORTS

- No direct reports, but may be required to show others how to perform tasks

WORKING CONDITIONS

1. Physical Demands – Extended periods of time at a desk working on a computer and using standard office equipment. Stand, walk, handling, reach overhead, grasp, push, kneeling, bending, move and life and/carry up to 10lbs.
2. Environment – Mainly an office environment and other indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies)
3. Mental Effort – Some may find times stressful due to volume of work, ensuring accuracy of reports, meeting deadlines and handling difficult persons/situations.
4. Position Type/Expected Hours of Work – Permanent, full-time, 37.5 hours per week with flexibility to work other hours on occasion for operational requirements and deadlines.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

