

Job Description

POSITION:	Budget Analyst
ACCOUNTABILITY:	Director of Finance
CLASSIFICATION:	Full-time
DATE APPROVED:	March 17, 2018

JOB PURPOSE

Reporting to the Director of Finance, the Budget Analyst will participate in the coordination, development and maintenance of the annual operating budget process, financial planning, departmental budgets, forecasting, costing and analysis.

KEY JOB FUNCTIONS

Budget Management:

- Involved in budget preparations and analysis by ensuring accuracy and integrity of all reports used for budget analysis of Agency departments
- Participate in development, preparation and maintenance of the annual operating budget
- Analyze variances between budget allocations and expenditures
- Prepare monthly forecasts, variance analysis and reporting to the Director of Finance
- Provide monthly reporting on project expenditures and financing to internal and external stakeholders as required
- Liaising with budget holders to assist with budget planning, providing guidance on accounting matters and resolving budget issues including reduction of budget deficiencies
- Develop tools to assist in monitoring Agency response to surpluses and deficits in forecasts
- Maintain and develop tools to monitor expenditure forecasts
- Provide assistance to budget holders relating to management of financial data through the use of general ledger accounts and reporting tools
- Ensure budget controls operating effectively and notifying appropriate department lead where major deviations from budget occur and follow up to ensure changes do not negatively affect the Agency
- Assist Director of Finance in preparation of cash flow forecasts and analysis
- Develop analytical tools and reports to identify risk and opportunities for the Agency
- Prepare ad-hoc reporting and data modelling activities resulting from Agency initiatives
- Develop, update and review reporting packages for submission to Senior Management

Administration and Reporting:

Complete administrative duties and adhere to Agency policies, procedures and relevant practices.

- Ensure effective system is maintained for filing of financial documents
- Develop, review and implement finance policies and procedures in cooperation with the Director of Finance for approval by the Finance Committee
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain accurate, up-to-date and concise work files
- Work in compliance with Occupational Health and Safety Act and other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

Professional Competencies:

- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment
- Results Orientation - Able to focus on desired outcomes, and the means by which they are achieved by meeting and or exceeding standards based on past performance, goals, and objectives, as well as the performance and/or achievements of others
- Resourceful - Responds to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions
- Problem Solving - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships in order to solve. Use logic and analytical methods to come to realistic solution
- Innovative - Able to think outside of the box in order to develop creative and new solutions that meet current and future needs
- Cultural Sensitivity - Promotes an inclusive environment exemplified by understanding all cultural groups
- Continuous Improvement - Strives to improve job responsibilities through developing skills and increasing knowledge
- Commitment to Health and Safety - Works in compliance with all applicable health and safety legislation and established policies and procedures
- Accountability - Takes ownership of personal workload
- Attention to Detail - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered
- Client/Customer Focus - Provides superior service to both internal and external customers
- Communication - Expresses and transmits information with consistency and clarity
- Cooperation - Works with others to prevent conflict and share resources to encourage symbiotic relationships within the organization
- Judgement - Ability to use sound reasoning when faced with various issues. Has the ability to make quick, effective decisions
- Organization - Able to create or maintain processes to ensure all relevant information or tools are easily accessible
- Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment
- Time Management - Balances a myriad of tasks; prioritizes duties as needed

QUALIFICATIONS

Minimum Education:

- Post-secondary Degree with an emphasis in Accounting
- Chartered Professional Accountant designation (CPA) preferred

Minimum Experience:

- Minimum 3 years progressive experience in an accounting position
- Experience in not-for-profit organizations such as Child Welfare or Human Services

Knowledge Requirements:

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishinabek culture, traditions and the Seven Grandfather Teachings
- Accounting procedures involving procurement, travel, and budget management
- Agency's mission, vision, strategic objectives, and non-service related policies and procedures
- Current trends and best practices within the accounting and budgeting fields
- The practice of social work including familiarity with the Child and Family Services Act
- The Teachings of the Seven Grandfathers
- The principles of diversity, inclusion and anti-oppressive practice

- Adult learning principles and learning style

Special Skills and Abilities:

- Problem-solving and critical thinking skills to analyze information, identify key issues, solve problems and develop viable solutions
- Project management skills, including an ability to assess priorities, coordinate diverse projects and make optimal use of available resources to achieve outcomes
- Time management and organizational skills, including the ability to plan and prioritize workload, coordinate assignments with concurrent timelines and respond to demands of a dynamic work environment
- Written and verbal communication skills, including an ability to develop a variety of information materials for diverse audiences and present information in a clear and concise manner
- Keyboarding and computer skills including proficiency in Microsoft Office programs
- Making evidence based recommendations to the senior management team
- Maintaining a strong sense of professional judgement, tact, ethics, sensitivity, integrity and confidentiality
- Working cooperatively and productively with others to achieve common goals; demonstrate respect, cooperation and collaboration
- Demonstrating strong negotiation and interpersonal skills with an ability to manage conflictual situations and build successful working relationships
- Functioning independently as well as lead and contribute effectively within a team environment
- Demonstrating commitment to excellent service delivery, teamwork, innovation and continuous improvement

Other Requirements:

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

WORK SITE LOCATION

The position will be based out of the head office in Batchewana First Nation.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Accounting Supervisor will typically be in an office setting. The Accounting Supervisor is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Accounting Supervisor will be required to travel to meetings in the province of Ontario.

The administration of employees and financial issues can be mentally and emotionally challenging; therefore, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Budget Analyst to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and adding machine

SUPERVISORY RESPONSIBILITY

The position supervises a minimum of three (3) employees.

KEY RELATIONSHIPS

Internal:

The position requires interaction with Director of Finance, Executive Director, senior managers, supervisors, co-workers and other staff.

External:

Accounting Supervisor will interact with Ministry of Child and Youth Services, Children's Aid Societies, other First Nations and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date