

Job Description

POSITION:	Budget Analyst
ACCOUNTABILITY:	Director of Finance
CLASSIFICATION:	Full-time
DATE APPROVED:	February 15, 2023

JOB PURPOSE

The Budget Analyst provides support for the coordination, development and maintenance of the annual operating budget process, financial planning, departmental budgets, forecasting, costing and analysis. The Budget Analyst functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Budget Management:

Prepare draft budgets and financial reports.

- Prepare budgets and conduct analysis by ensuring accuracy and integrity of all Agency financial reports ;
- Analyze variances between budget allocations and expenditures;
- Prepare monthly forecasts, variance analysis and report to the Director of Finance;
- Provide monthly financial reports to internal and external stakeholders as required;
- Liaise with management to assist with budget planning, provide guidance on accounting matters and resolve budget issues including reduction of budget deficiencies;
- Develop and monitor tools to assist with an Agency response to surpluses and deficits;
- Provide assistance to management relating to financial data through the use of general ledger accounts and reporting tools;
- Ensure budget controls operate effectively and notify and follow up with appropriate department leads where major deviations from budget occur 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 report and data modelling activities resulting from Agency initiatives;
- Develop, update and review reporting packages for submission to Senior Management.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external stakeholders;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;

- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

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

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- 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 the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education:

- Honours Bachelor of Accounting, Business Administration or Commerce Degree
- 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
- Equivalent combination of education and experience may be considered

Knowledge Requirements:

- Knowledge of Nodjindamin Community and Family Services programs and services
- Accounting procedures involving procurement, travel, and budget management
- Proficient knowledge and understanding of Generally Accepted Accounting Principles
- Agency's mission, vision, strategic objectives, and non-service related policies and procedures
- Current trends and best practices within the accounting and budgeting fields
- Knowledge of Ministry of Children, Community and Social Services funding framework and reporting requirements
- Knowledge of North Shore First Nations

Special Skills:

- Excellent conflict resolution and problem-solving skills
- Excellent project management skills
- Excellent time management and organizational skills
- Excellent oral and written communication skills
- Excellent computer skills including proficiency in MS Office software
- Excellent interpersonal skills
- Excellent leadership skills
- Excellent negotiating skills
- Ability to make evidence-based recommendations
- Ability to work with confidential and sensitive information

- Ability to work independently
Ability to work within a team environment
- Ability to demonstrate excellent service delivery

Other Requirements:

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

Location to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Budget Analyst will typically be in an office setting. The Budget Analyst 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 Budget Analyst 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.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine.

SUPERVISORY RESPONSIBILITY

This position is not required to supervise staff.

KEY RELATIONSHIPS

Internal:

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

External:

Accounting Supervisor will interact with Ministry of Children, Community and Social 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