

Job Description

POSITION:	Finance Clerk – AP
ACCOUNTABILITY:	Accounting Manager
CLASSIFICATION:	Full-time
DATE APPROVED:	May 27, 2014; April 27, 2022

JOB PURPOSE

The Finance Clerk provides accounting support to the Finance Department through the processing and completion of accounts payable. The Finance Clerk is responsible for understanding the general ledger and preparing various financial statements. The Finance Clerk 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

Accounts Payable:

Ensure accounts are paid following Generally Accepted Accounting Principles and finance policies and procedures.

- Review invoices, purchase orders, accounts payable and VISA statements to verify amounts;
- Process purchase order requests and send to vendors
- Prepare payment requisitions for appropriate approval;
- Receive, verify, and enter invoices and requisitions for goods, services and staff expenses;
- Verify that transactions comply with financial policies and procedures;
- Prepare batches of invoices for data entry;
- Respond to vendor inquiries concerning purchase orders or invoice payments;
- Process Days in Care payments for Alternative Care Resources;
- Assist in the month-end processing of accounts.

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

- Diploma in Accounting or Business Administration field

Minimum Experience

- Two (2) years' experience in accounting working with Sage Accpac Software
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of Generally Accepted Accounting Principles

Special Skills

- Excellent organizational skills
- Excellent problem solving and analytical skills
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent computer skills with MS Office software and Sage Accpac software
- Ability to attend to detail
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines
- Ability to adapt to change
- Ability to work in a fast-paced environment
- Ability to work with confidential and sensitive information

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek 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 Finance Clerk will typically be in an office setting. The Finance Clerk is frequently required to operate a computer, file and retrieve written documents, and work overtime when required. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending.

Accounting positions can be mentally challenging. As a result, 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 Finance Clerk to moderate levels of tension when dealing with financial 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 and adding machine.

SUPERVISORY RESPONSIBILITY

The position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Accounting Manager, Director of Finance, Finance Clerks, co-workers and other staff.

External

The Finance Clerk will interact with banking institutions, the audit firm, vendors, government departments 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