



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Senior Finance Officer	Date in Effect:	March 31, 2012
Department:	Finance and Administration	Reports To:	Director, Finance and Administration

II. Purpose of Position

Under the direction of the Director, Finance and Administration, the Senior Finance Officer is responsible to provide day-to-day accounting, financial, human resources and general administration services to the Nunavut Impact Review Board.

III. Essential Duties and Responsibilities

1. Accounting and Finance:

- Perform the general accounting function, accounts payable, accounts receivable, pre-audit and file search for accounting
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in the General Ledger
- Calculate, prepare and issue documents related to accounts such as bills, invoices, expense claims, inventory reports, account statements and other financial statements using computerized and manual systems
- Conduct the day-to-day banking and credit card requirements and reconcile banking and credit card records on a monthly basis
- Prepare and forward for processing bi-weekly payroll and have approved as per procedure, and maintain employee pay and benefits information and records
- Administers , calculates and has paid out in a timely manner approved travel advances and claims for Board members and staff
- Prepare internal audits when required
- Assist the Auditor in preparing annual audit
- Ensure financial systems, data and controls are maintained to prevent loss through risk, error or fraud
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying

2. Human Resources:

- Process, verify and register documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications
- Work with manual and computerized personnel, filing and registration systems prepare reports and documents relating to personnel activities
- Respond to telephone and written enquiries from staff and the general public regarding personnel matters
- Assist with advertising or posting of job vacancies
- Ensure that employee personnel files are maintained and retained as per policy
- Assist with in-house and external training activities
- Maintain personnel leave and attendance records, processing and filing personnel records and data entry into the personnel system
- Maintain the leave management system by performing accurate and timely data entry

3. Board Support:

- Preparing Board meeting agenda in consultation with the Executive Director
- Organizing the preparation of Board meetings documentation
- Assist in organizing all Board meetings and conference calls
- Ensuring proper communication with the Board Members regarding all Board meetings, conference calls and other activities involving Board Members
- Taking minutes of all Board meetings and conference calls when appropriate
- Ensuring that meeting minutes are forwarded to Board Members and to the Executive Director no later than two weeks following a meeting or a conference call
- Maintaining the record of decisions of the Board (minutes, motions, etc.)

IV. Other Duties and Responsibilities

1. Act for Director, Finance and Administration in his/her absence
2. Assist with administration and other duties:
 - Assist with proper storage and retention of files and documents
 - Assist with other administrative work as required
 - Any other duties assigned

V. Qualifications

- Knowledge & Skills:**
- Accounting systems
 - Generally Accepted Accounting Principles/IFERS
 - Personnel administrative activities
 - Nunavut Land Claims Agreement
 - Good communication skills, both written and verbal
 - Good organization skills
 - Good presentation skills
 - Good interpersonal skills including the ability to use tact and diplomacy and work under pressure
 - Problem solving skills
 - Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset
- Ability:**
- Familiarity with computers, communications systems and word processing
 - Working knowledge of Office software (Outlook, Excel, Microsoft Word, Access)
 - Ability to summarize complex ideas and principles in English and Inuinnaqtun
 - Prioritize effectively
 - Deal with interruptions and changes in priorities
 - Work as an active member of a multi-disciplinary team
 - Work independently when needed
- Education:**
- Grade 12 Diploma
 - Completion of college or other courses in accounting, bookkeeping or computer operation preferred
 - Degree in business or accounting or equivalent in experience in the north preferred for career advancement

- Experience:**
- Minimum two years in a finance/accounting position
 - Personal and professional experience in the Arctic or in a cross-cultural setting
 - Candidate must be willing to submit and pass a criminal records check

VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent is subject to extended periods working while seated at a computer

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather
- Work can sometimes be stressful

VIII. Mental Demands

- Prioritizing tasks and meeting deadlines
- Long term computer use
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources