

TERMS OF REFERENCE

Finance Officer

Position Summary:

The Finance Officer is responsible for the administration of the Yellowquill University College Finance Office. The Finance Officer is responsible to ensure efficient day to day activities of the finance office and assist in the maintenance of all financial records in the preparation of annual financial statements. The Finance Office is also responsible for the preparation, administration and monitoring of budgets, monthly accounting transactions, financial planning and reporting. The Finance Officer reports directly to the Director of Yellowquill University College.

Duties and Responsibilities:

- ❖ Prepare all journal entries for month end
- ❖ Process cheques, receipts, requisitions and other documents
- ❖ Prepare cheque requisitions for signature, as approved by the Director
- ❖ Ensure proper program, or branches, are coded and charged properly and accurately
- ❖ Analyze accounts as required and provide documentation on adjustments to be made through communication to the Director
- ❖ Communicate with vendors, customers and colleagues
- ❖ Ensure expenditures for budgets, grants and contracts are monitored and that reports are prepared as required
- ❖ Review lease agreements annually and make adjustments as necessary
- ❖ Communicate financial information and/or documentation to outside funding agencies such as education authorities
- ❖ Order textbooks and supplies
- ❖ Prepare receipts as required
- ❖ Prepare student tuition invoices in a timely manner and send to respective funders; follow up on outstanding tuitions for payment
- ❖ Prepare bank deposits and make deposits as necessary
- ❖ Prepare credit and debit notes as needed
- ❖ Monitor VISA expenses and ensure VISA paid in a timely manner
- ❖ Maintain a petty cash fund and replenish when necessary
- ❖ Prepare, with Director, budgets for submission to the YQUC board and monitor budget expenses
- ❖ Purchase PEGGO cards for use by students
- ❖ Work in collaboration with DOTC – Finance office
- ❖ Attend all YQUC and/or DOTC Finance meetings as required
- ❖ Provide support in the development of proposals
- ❖ Other duties as assigned

Qualifications:

- ❖ Completion of Office/Business training, preferably college/university education in accounting, or completion of a related certificate/degree in post-secondary education
- ❖ Minimum of three (3) years relevant experience
- ❖ Knowledge of MS Office suite with emphasis on EXCEL
- ❖ Must have experience working in a First Nation organization
- ❖ Experience working in an educational institute would be an asset
- ❖ General knowledge of office procedures and equipment
- ❖ Good time management skills and professional attitude

Knowledge, Skills and Abilities Required:

- ❖ Strong knowledge of generally accepted accounting principles
- ❖ Knowledge of finance, accounting and budgeting
- ❖ Ability to gather data, compile information and prepare reports
- ❖ Demonstrated interpersonal skills that are mutually beneficial, respectful and professional
- ❖ Ability to provide technical guidance to various audiences
- ❖ Effective communication skills with all levels of an organization
- ❖ Data entry and word processing skills as well as ACCPAC, EXCEL
- ❖ Ability to analyze and solve problems
- ❖ Ability to work efficiently as part of a team as well as independently
- ❖ Superior organizational, time management and prioritizing skills
- ❖ Attention to detail in all areas of work

Conditions of Employment:

- ❖ Valid Manitoba Driver's License
- ❖ Access to a reliable vehicle
- ❖ Travel when required

Working Conditions:

- ❖ Office setting
- ❖ Overtime as required
- ❖ Manual dexterity required to use desktop computer and peripherals
- ❖ Meet deadlines in a timely manner

Hours of Work: Monday – Friday 8:30 am to 4:30 pm

Salary: Based on qualifications and experience. Applications (with 2 references) may be sent to:

dbeauchamp@yellowquill.org

Fax: (204) 953-2810

Application deadline: April 22, 2024 – 4:00 pm