



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Finance Manager
Department	<i>Qiviutag Secretariat</i>
Title of Supervisor	Chief Financial Officer
Location of position	Rankin Inlet
Region	Kivalliq
Salary Point Rating	
Effective Date	

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT LAND CLAIMS AGREEMENT</i>
POSITION PURPOSE
Under the direction of Nunavut Tunngavik Incorporated's Chief Financial Officer(CFO), oversee the financial operation functions for the Qiviutag Secretariat and Regional Wildlife Organizations, including general accounting, policy development recommendations, cash management, budget, and accounting-related contract compliance.

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
The “<i>Finance Manager</i>” will perform some or all of the following duties:
- Supervise personnel in providing accounting services including training, scheduling, assigning and reviewing work, evaluating performance, performance coaching, and recommending or carrying out various personnel actions. - Research, evaluate, and recommend general financial policies/procedures/manuals and modifications to existing methods to improve effectiveness and efficiency. - Prepare or oversee the preparation and review of reconciliations and reports related to the financial affairs; provide information, specific analyses and appropriate training to others on financial and budgeting issues, etc. - Review account activities to ensure accuracy and conformity with applicable controls and guidelines. Notify appropriate persons and/or take corrective actions as necessary. Review and strengthen financial and accounting internal controls to ensure protection of the financial resources.

• Prepare adjusting entries and schedules, review audit schedule for requirements to meet deadlines and provide necessary information as required for annual audit as directed by Comptroller.
• Enter the approved annual budgets into the accounting system. Monitor budget revenues/expenditures for compliance with approved budget. Supervise the compilation and preparation of all budgets related to contribution agreements.
• Prepare quarterly budget variance reports
• Monitor account balances of visas, and operating bank accounts.
• Ensure timely payments and accurate coding of accounts payable, accounts receivable invoicing and collections, project administration (3rd party incoming funds and out-going contributions), and Casual/Permanent payroll.
• Liaison day-to-day issues from banking, ACCPAC, and others as they arise.
• Preparation of reports and other duties for the CFO in a regular and timely manner.

B. COMPETENCY– magnitude and depth of expected behaviors
Action Management: • Develops detailed plans, including tasks, priorities, accountabilities, resources and milestones. • Sets challenging but realistic goals that encourage high performance. • Gives constructive feedback to employees in all departments • Consistently monitors the effectiveness of the work processes.
Adaptability and Flexibility: • Is flexible: adapts to changes in priorities, assigned responsibilities and management styles. • Challenges team process by reviewing and suggesting improvements • Manages multiple demands and timelines to get the job done. • Changes procedures to meet evolving needs and situations
Cooperation and Collaboration: • Interacts and collaborates with all parties with an open mind. • Respects cross-cultural perspectives and differences. • Readily shares resources, expertise and information • Acts to promote good morale and working relationships

Effective Interactive Communication:

- Easily clarifies complex ideas or concepts in terms that are appropriate with the individual/individuals involved
- Tactfully offers differing opinions in a way that maintains the dignity of the other party.
- Responds appropriately to on the spot questions
- Communicates calmly and respectfully in emotionally charged situations. communications.

Impact and Influence:

- Appropriately understands and uses the internal dynamics of groups to facilitate acceptance of ideas and changes.
- Maintains a positive outlook and constructive attitude when faced with opposition.
- Leads by example and understands the importance of reliability in the workplace.

Judgement/Analytical thinking:

- Ensures contingency plans exist for problems and situations that might occur
- Correctly analyses evolving circumstances and takes corrective action to meet deadlines.
- Actively seeks opportunities to try out new experiences and/or approaches
- Develops creative solutions for issues that may arise.

Partnering and Relationship Building:

- Develops collaborative relations and works with others for the common good
- Actively uses his or her network to identify opportunities, gather intelligence, or seek input to specific problems
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, and related organizations.

Team Leadership:

- Makes sure employees have the necessary tools, resources and information to do their work.
- Empowers employees: assigns decision-making authority to those most responsible for the outcome.
- Encourages employees to act autonomously and take calculated risks.
- Plans and organizes the team's work to improve delivery and performance.
- Works one-on-one with employees to better understand their strengths and contributions in their current role.

Inuit Qaujimajangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

C. KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

- Good team player, self-motivated and directed;
- Good organizational skills;
- Effective oral and written communication skills;
- Ability to speak Inuktitut or Inuinnaqtun is an asset,
- Ability to analyze and interpret policy, legislation and regulation;
- Sensitive to local, political and cultural aspirations;
- Must have a high school diploma
- A minimum of (5) years of senior accounting experience preferably in a not-for profit organization;
- Be aware and understand the procedures and policies relating to (i.e. applicable Acts, policies, legislation: NTI, Federal or Territorial);
- Outstanding interpersonal, communication, team-building and organizational skills are essential

D. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT

Incumbent requires knowledge of the NTI and Qiviutag Secretariat mission, vision and values; corporate and organizational culture; Human Resources Policy Manual, HR Management fundamentals (job descriptions/evaluations, recruitment and selection (behavior event interviewing techniques) relocations, performance management administration, ethical practices, employment legislation, payroll policies and procedures, employee relations, employee wellness, professional development administration, occupational health and safety)

E. WORKING CONDITIONS

Physical Effort: *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

While performing the duties of this position, the individual is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

Physical Environment: *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards.*

Usual office working conditions. The noise level in the work environment is typical of most office environments. Travel may be required when CFO is unavailable to do so. Evening and weekend hours may be necessary at times to meet deadlines.

Sensory Attention: *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

Work activates involve need to concentrate on a variety of sensory inputs for periods of time requiring close attention several times per day. (spreadsheets, analyses)

Mental Stress: *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

Mental stress is considerable with many deadlines, competing pressures, possible unpleasant interactions. Job may interfere with personal life when long hours and some travel may occur.

CERTIFICATION

Employee Signature

Comptroller

Employee Name (Print)

Director of Human Resources

Date

Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.