

CIVILIAN JOB DESCRIPTION

POSITION INFORMATION

Position Title: Financial Administrator

Number of Positions:

Location: Headquarters

Unionized

PURPOSE

This position is responsible for providing financial, administrative, and clerical services to the members of the Nishnawbe Aski Police Service.

KEY RESPONSIBILITIES

1. Maintain accounts payable by coding invoices, matching of purchase orders to invoices, reviewing and reconciling vendor statements, ensuring proper documentation and authorization, reconciling account discrepancies, and paying vendors in a timely fashion. Follow up with vendors regarding discrepancies or missing information.
2. Maintain accounts receivable by preparing any invoicing needed for funding recoveries, preparing bank deposits, reconciling direct funding deposit to various funding agreements including correct funding coding and following up with any outstanding balances.
3. Prepare monthly bank reconciliations, analyze and review general ledger accounts to ensure accuracy and initiate any corrections within the accounting system or by journal entry when necessary.
4. Other financial/clerical duties: code and process statement of expenses, initiating monthly journal entries, create purchase orders as required, safe keeping of cheques and petty cash, ensuring appropriate procedures are followed and accurate financial records are maintained for year end audit including archiving, using and maintaining online banking system including processing Electronic Funds Transfers (EFT) system for direct payments. Maintain the purchasing card system including issuance of new cards and card cancellations consistent with policy, reconciling monthly credit card statements to submitted receipts to summarize, code and record expenses monitor credit card balances and follow up when needed with cardholder.
5. Assist with any special projects, such as detachment maintenance and capital projects, to capture and monitor project costs by location through the creation and maintenance of electronic files and spreadsheets.
6. Liaise with North West, North East and Central office staff to ensure records are accurate and complete. Respond orally, in writing or electronically to enquiries from the other staff members providing clarification on financial information/transactions.
7. Create and maintain a detailed, up-to-date listings of all vehicle purchases and repairs to assist the organization's asset management system in the scheduling of fleet maintenance.
8. Assist in the orientation of new recruits regarding the procedures in the finance department.
9. Perform other duties as assigned

Staffing and Licensing Requirements

Must be able to pass a background security investigation.

A minimum of 3 years of finance experience.

Diploma/Degree in Finance, Accounting or related field.

COMPENSABLE FACTORS:**KNOWLEDGE:**

Job requires knowledge of NAPS administrative policies and procedures to ensure financial records are accurate and reflect accounts paid and received within approved internal control guidelines.

Knowledge of Canada Revenue Agency legislation regarding HST.

Knowledge of accounting software and processes to maintain the financial records. Knowledge of spreadsheets and word processing software packages (Word, Excel) to produce financial information/reports and prepare correspondence to vendors, suppliers and peers and for project management spreadsheets.

Knowledge of arithmetic to calculate and process documents relating to accounts payable and receivable.

Knowledge of Sage 300 Software.

INTERPERSONAL AND COMMUNICATION SKILLS:

Position requires oral communication skills to explain financial related procedures to peers, new hires and clerical staff.

Position requires interpersonal skills to communicate with vendors when following up on missing or incomplete information, and when dealing with any vendor or staff complaints or inquiries over financial matters.

PROBLEM SOLVING/COMPLEXITY:

Position requires oral communication skills to explain financial related procedures to peers, new hires and clerical staff.

Position requires interpersonal skills to communicate with vendors when following up on missing or incomplete information, and when dealing with any vendor or staff complaints or inquiries over financial matters.

JUDGEMENT AND DISCRETION:

Position requires working under minimal supervision in accordance with established financial and accounting guidelines, directives, policies and procedures with freedom to work through problems independently but has access to supervisor to resolve problems on billings, calculations, invoice coding and general ledger balancing. Job requires updating and communicating with supervisor on any unusual matters. Job requires reviewing own work and proofreading for accuracy. Job requires management of deadlines, e.g. paying a time sensitive bill by due date.

RESPONSIBILITY FOR THE WORK OF OTHER EMPLOYEES:

There is no formal responsibility for the work of others, however, may provide information and direction to new hires, students and clerical staff.