



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Senior Finance Officer	Date in Effect:	January 03, 2024
Department:	Corporate Services	Reports To:	Director, Corporate Services

II. Purpose of Position

The Senior Finance Officer provides day-to-day accounting, financial, and general administration services to the Nunavut Impact Review Board (NIRB). This position provides key support to the Director, Corporate Services in areas of records management, data entry, payroll and general accounting.

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
- Administer, calculate and pay out approved travel advances and claims for Board members and staff
- Prepare internal audits when required
- 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. Board Support:

- Preparing Board meeting agenda in consultation with the Executive Director
- Preparing documentation and logistics for Board meetings and conference calls
- Ensuring proper communication with the Board Members regarding all Board meetings, conference calls and other activities involving Board Members
- Recording minutes of all Board meetings and conference calls as requested
- Maintaining the record of decisions of the Board (minutes, motions, etc.)

IV. Other Duties and Responsibilities

1. Assist with administration and other duties:

- Assist with proper storage and retention of files and documents
- Assist with other administrative work as required

2. Assume acting assignments for Director, Corporate Services when required

3. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none">▪ Generally Accepted Accounting Principles/IFRS▪ Accounting systems▪ General office administration▪ Personnel records management▪ Public administration practices and associated control processes
Skills:	<ul style="list-style-type: none">▪ Good verbal and written communications skills▪ Strong organization skills▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)▪ Proficiency in project management software considered an asset▪ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none">▪ Summarize information and highlight important issues▪ Task prioritization and effective time management▪ Work independently when needed▪ Cope with frequent interruptions and changes in priorities▪ Maintain discretion and the highest level of confidentiality
Education:	<ul style="list-style-type: none">▪ College level diploma in business administration or related field with courses in accounting/bookkeeping▪ Alternative acceptable education and training preparation includes High School (Grade 12) Diploma or equivalency with 5 years' work experience in positions with similar responsibilities▪ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none">▪ Minimum 2 years' in a finance/accounting position▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered an asset▪ Candidate must be willing to submit and pass a criminal records check

VI. Physical Demands

- Able to lift 25 pounds
- Occasional exposure to cold temperatures, extended darkness/daylight hours and extreme weather conditions given Arctic location
- Extended periods working while seated at a computer
- Occasional travel to various locations throughout Nunavut and elsewhere for meetings, consultations and other NIRB activities. This may involve possible exposure to hazardous weather conditions, elevated noise levels and travel in a variety of vehicles

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
- Occasional travel and time away from home may be required

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