



## Ta'an Kwäch'än Council

**A**     **Position Title:**                     **Finance Officer**  
**Department:**                     Finance/Administration  
**Supervisor:**                     Assistant Finance Manager  
**Date:**                     October 1, 2025  
**Status:**                     Regular Full-time

**B**     **Job Summary:**

Reporting to the Assistant Finance Manager, the Finance Officer is responsible for performing day to day financial service operations in accordance and compliance with all legislation and regulations, and within the parameters of policies of Ta'an Kwäch'än Council. Responsibilities include ensuring that all financial records and transactions are recorded accurately, preparing monthly bank reconciliations, reconciling balance sheet accounts, and maintaining the general ledger. It is also critical for this position to be completely cross trained on the Accounts Payable and Payroll and Benefits desks within the organization since this position often assists or fills in for these related positions.

**C**     **Main Duties:**

- Enters financial data into the ACCPAC on a daily basis.
- Reviews all General Ledger batches before posting to the General Ledger.
- Responsible for assigned monthly journal entries.
- Responds to inquiries or directs to the appropriate source.
- Generates monthly statements of all departments, including G/L transactions.
- Distributes monthly statements to appropriate department managers.
- (this position doesn't do reports using Excel or accounting system?)
- Reconciles balance sheet accounts monthly using Excel.
- Prepares monthly bank reconciliations.
- Reviews and verifies payment and accounting transactions with supporting documentation to determine if all transactions have been recorded correctly.
- Investigates and resolves discrepancies.
- Ensures there is a proper audit trail.
- Recommends approval for payment of invoices.
- Issues accounts receivable invoices.
- Filing and administrative duties as required by TKC.
- Other duties as assigned.

## **Main Duties:**

### **Daily**

- Attends to mail and messages; implement daily work-plan; fill out any other staff forms; attend meetings, assist in various duties as requested by Finance Manager.
- Enters data into ACCPAC.
- Interacts with staff and vendors on financial issues.

### **Weekly**

- Bank Deposits
- Keep track of bank account deposits that come in internally and ensure enough funds are in the TKC Social Assistance Account by regular monitoring and reconciliation.
- Track all Visa card accounts to ensure funds availability when needed for TKC' s use.
- Issue invoices as required
- Control of Petty Cash, including reconciliation and remittance of invoice to replenish
- Maintain listing of and copies of all TKC funding agreements.
- Support Accounts Payable Clerk when needed.
- Supports Payroll and Benefits Coordinator when needed.

### **Monthly Reconciliation of:**

- TKC General Bank Account – including all deposits and coding to the proper programs
- TKC Social Assistance Account after the information is imported into Accpac
- All other balance sheet accounts, including but not limited to: Accounts Receivable, Grants Receivable, Advances, Deferred Revenue, Accrued Liabilities, Holdbacks Payable, GST, Investments, and Fixed Assets.
- Enter all cheques received at TKC in Accounts Receivable and ensure it is balanced with General Ledger.
- Allocate WCB every three months from what employees are paying against what TKC pays quarterly.

### **Yearly**

- Analyze and reconcile all accounts to give to the auditors for accuracy
- Enter all the budgets for each department in Accpac
- Open new fiscal year in Accpac so April 1<sup>st</sup> subledger entries can continue to run smoothly.
- After all accounts are reconciled and ready to give to the auditors, get IT to back up the year in Accpac in order to close the year. This process then allows the position to post everything in the General Ledger.
- Coordinate in the preparation of Annual Department Work-Plans, Department Staff Training Plans for review by Assistant Finance Manager.
- Complete and submit WCB reports.

- Assist the Assistant Finance Manager in the preparation of the TKC Annual Audit.

**Other Job Duties:**

- May be asked to fill in for colleagues on a temporary basis.

**D Impact/Accountability:**

This position is accountable for the accuracy and timeliness of processing routine financial transactions. By providing the best possible accounting services, the Finance Unit will be better organized, ensure timely payments and billings, and have more accurate financial records.

**E. Decision Making:**

The Finance Manager establishes general goals, objectives, and expectations of the position. The incumbent is responsible for managing the priorities of day-to-day activities. Unusual or unique problems, or conflicts in priorities the incumbent has been unable to resolve, are referred the Finance Manager.

Day-to-day direction is provided by the Assistant Finance Manager.

**F. Key Personal Contacts and Nature of Contacts:**

Who	Why
Elders	Traditional cultural rules apply, maintain confidentiality of protected Information.
TKC Citizens	Respond to requests, provide payments, invoice, maintain confidentiality of protected information.
General Assembly	No reporting relationship, maintain confidentiality of protected Information.
Council	No reporting relationship, maintain confidentiality of information.
Chief/Deputy Chief	No reporting relationship, may receive request or request information regarding processing a claim.
Management Team	No reporting relationship, maintain confidentiality of protected Information.
Assistant Finance Manager	Report to, receive direction from.

Executive Assistant	No reporting relationship, maintain confidentiality of protected information.
Staff	Ensure compliance with Finance Act, policies, and procedures.
Suppliers	Maintain good working relationship with, ensure accuracy of payments, deliveries, etc.
Officials of Gov't.	No reporting relationship, maintain confidentiality of information.
F.N. Organisations	No reporting relationship, maintain confidentiality of information.

**G Positions to Supervise:** None

**H Working Conditions:**

This position is in a normal office environment. The incumbent may be working with Managers in high-pressure situations and will work in an environment characterised by regular deadlines. Often requests for payments outside of the schedule will be made, and the incumbent may experience stress due to an angry customer, employee, or citizen.

**I Qualifications:**

**Education & Knowledge:**

- Accounting and/or Business-related coursework with a minimum 3 years' experience in accounts payable/receivable, and account reconciliations.
- Experience managing financial systems and software, including proficiency in Microsoft Excel.
- Working knowledge of accounting principles and practices (G.A.A.P) Generally Accepted Accounting Principles, and concepts.
- Experience preparing and submitting applicable remittances, month-end and year-end account reconciliations and reports
- Experience managing and maintaining funding agreements.
- An understanding of accounting systems.
- Previous experience administering payroll would be an asset.
- Ability to operate and utilize ACCPAC or similar accounting software.
- Proficient in Excel, Microsoft Word, Outlook
- Ability to read and understand financial statements.
- Excellent organizational skills, ability to prioritize and multitask with minimal supervision
- Ability to work and maintain accuracy under pressure and to meet critical deadlines.
- Strong analytical, client service and interpersonal skills.
- Ability to deal with interruptions and changing priorities.

- Ability to prepare personal work-plan, assist in budgeting, follow the work-plan and budget.
- Ability to foster trust, acceptance with management, staff, colleagues and citizens and maintain confidentiality.
- Knowledge of history, culture, social structure in TKC, families, and the social conditions and social dynamics prevailing in the community.
- Knowledge of First Nation Government (land claim & self-government agreements, TKC Constitution), and social issues affecting First Nations.

**J Personal Suitability:**

This position requires an individual who enjoys data input, reconciling accounts, and performing many other, short, routine duties. The ideal candidate is dependable, enjoys processing volumes of bills, time sheets, and other routine information, and enjoys ensuring accuracy and completion of duties in a routine manner and according to a deadline.

**K CONDITIONS OF EMPLOYMENT:**

- Oath of allegiance and secrecy (note: breaches of confidentiality are cause for dismissal in this position)
- conflict of interest declaration
- security clearance – vulnerable sector
- valid drivers' license
- other \_\_\_\_\_.

**L Job Description Approval:**

I approve this job description as being representative of the work required and that the responsibilities identified have been delegated.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

I approve this job description as being representative of the work required and that the responsibilities identified have been delegated.

\_\_\_\_\_  
Finance Manager

\_\_\_\_\_  
Date

I have read and agree with this job description.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date