



MUNICIPALITY OF CAMBRIDGE BAY

POSITION DESCRIPTION

I. General Information

Position / Title:	Senior Program Officer (Finance), Healthy Living	Employee Name:	
Supervisor Title:	Director of Finance	Supervisor Name:	Mosharef Hossain
Employees Supervised: None			

II. Purpose of Position

Under the direction of the Director of Finance, the Program Officer (Finance) is responsible for:

1. Monitoring of Accounts Payables.
2. Coordination of program deliveries and support
3. Program budget monitoring and control
4. Program payroll report analysis

III. Essential Duties and Responsibilities (95%)

At the direction of the Director of Finance:

1. Support smoothly processing of accounts payables by (program delivery) (20%)
 - Keep track of all payments and expenditures, purchase orders, invoices, travel documents.
 - Generate Purchase Order and get approval.
 - Match purchase orders to invoices.
 - Sort, match and code vendor invoices correctly.
 - Verify accuracy in the expense reports, invoices and payment request.
 - Get approval on all invoices and payment request.
2. Support planning and coordination of program activities and budget preparation and monitoring by: (45%)
 - (a) financial accountability within assigned programs:
 - Assist in preparing projects/program financial budgets and reports.
 - Maintain program budgets and track expenditures/transactions within the budget.
 - Keep accounting ledgers in Excel by verifying program expense and transactions in the general ledger.
 - Maintain excellent program files by keeping all relevant invoices, payment requests, cheques etc. in one place.
 - (b) coordinating service delivery of programs:
 - Create and monitor service contracts.
 - Coordinate staff travel arrangement.
 - Ensure timely submission of program activity reports by Program Coordinators.
 - Assist in the development of an Employee Assistance Program and work with other staff to identify professional development needs.
3. Support accurate payroll processing by: (30%)
 - Verify employee's time cards/sheets are accurate and coded to correct program/department.
 - Prior to submission to payroll processing, make an Excel sheet for all hours worked for all employees for each pay period, and verify that the total payroll hours and program/departmental allocations are accurate for each program employee.
 - After payroll is processed, prepare summary payroll reports (employee-wise program-wise) for each pay period and year end.



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- Maintain program-wise employee payroll files.

IV. Other Duties and Responsibilities (5%) as assigned by the Director of Finance

V. Qualifications

Knowledge

- Must be familiar with Generally Accepted Accounting Principles (GAAP)
- Must have an understanding of the concept of a reconciliation
- Must have an understanding of the concept of control accounts relating to the general ledger
- Must be familiar with the processing of payroll

Ability

- Must be able to keep 100% confidentiality of employee's personal & payroll information
- Must be able to perform tasks according to established policies and procedures with minimal supervision
- Must be able to work with staff and the general public with tact, diplomacy, fairness, and without prejudice
- Must be able to multitask in day-to-day Hamlet activities
- Must be able to prioritize work and information with minimal supervision
- Must be able to work in a cross-cultural environment

Skills

- General Office Procedures
- Accounting/Bookkeeping/Business Administration
- Communication skills in English; Inuinnaqtun would be an asset

Education & Certification

Minimum

- Grade 12

Recommended

- Diploma/Degree in Accounting or Business

Experience

Minimum

- Two years related experience
- Basic Office Procedures
- General computer operations
- Working experience with any accounting software

Recommended

- Experience with Microsoft Excel

PROGRAM OFFICER (FINANCE)				DIRECTOR OF FINANCE			
DATE IN EFFECT:	D	M	Y	TO BE REVIEWED:	D	M	Y