



## JOB DESCRIPTION

<b>JOB TITLE</b>	Coordinator, Finance
<b>MINISTRY/DEPARTMENT</b>	Finance
<b>REPORTS TO</b>	Senior Manager, Financial Systems and Services
<b>JOB FAMILY</b>	Nation Support
<b>CLASSIFICATION LEVEL</b>	Level 3
<b>DATE CLASSIFIED</b>	August 2024

### POSITION SUMMARY

The Coordinator, Finance is responsible for processing and monitoring funding status across MNBC ministry programs and assisting in various financial tasks and processes to support the financial well-being of MNBC. Oversees funding status (actuals vs. commitments), maintains financial records and ensures compliance with financial policies and regulations.

### LOCATION

- Provincial Head Office – Surrey, BC.

### DUTIES & RESPONSIBILITIES

- Reviews, process, and reconcile invoices from vendors, ensuring accuracy and adherence to payment terms. Address any discrepancies or issues as they arise and verify invoice amounts against allocated budgets.
- Ensures compliance with relevant financial regulations and company policies. Assist in audits and obtain required approvals and supporting documentation.
- Prepares and distribute regular financial reports to management, summarizing key financial metrics, trends, and variances. Assist in the preparation of financial statements.
- Verifies and reconciles financial transactions between accounting records and committed funds to prevent situations where funding is halted prematurely or there is an over-commitment of resources.
- Maintain positive relationships with vendors and suppliers, addressing inquiries and resolving payment issues promptly.
- Collaborates with the Accounts Payable (AP) team and assigns approved invoices to the AP team for processing and payment.
- Utilize financial software and tools to streamline financial processes, improve efficiency, and enhance accuracy in financial reporting.
- Assists in financial projects, such as process improvements, system implementations and financial analysis as needed.
- Assists with month-end and year-end closing procedures, maintain and updating financial databases and records.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.



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### Supervision Given

- None.

### QUALIFICATIONS

- Diploma in Accounting or Finance from a recognized, post-secondary institution. Bachelor's degree preferred.
- Minimum of five (5) years of experience in an accounts payable or similar role.
- A combination of relevant experience, education, and training will be considered.
- Proficiency in Microsoft Office applications, particularly Excel for data analysis and reporting.
- Prior experience with Sage Intacct accounting software is considered an asset.
- Adaptability and willingness to embrace new technologies and software required for the role.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Strong interpersonal skills with the ability to lead, collaborate, and problem-solve within a team environment.
- Effective prioritization skills to meet deadlines and manage tasks with minimal supervision.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

### MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.