



OUR VISION...

The UCCM Anishnaabe Police will be a partner in community wellness by providing proactive, culturally sensitive, and innovative service while respecting existing laws, customs, and traditions.

OUR MISSION...

The UCCM Anishnaabe Police provides effective and efficient policing while respecting and protecting our communities.

JOB DESCRIPTION

Position Title:	FINANCE COORDINATOR
Reports to:	Director of Corporate Services
Salary/Hourly Rate:	Per Approved Salary Grid/40 hrs/week; 0.75 hrs paid lunch period
Job Family:	Civilian Support [Sworn in by Chief of Police]

Position Summary:

The Finance Coordinator position is established to assist the organization in successfully meeting its mission of providing culturally sensitive policing services to the UCCM police service area. The position is a financial administrative professional who will provide financial support to the Director of Corporate Services through compiling data, analyzing information, and preparing reports by applying accounting control procedures that ensures the accuracy and integrity of the accounting system. This position requires interaction with approximately 25-30 personnel, external finance stakeholders, and other agency partners.

Safety Sensitive: Yes No

This civilian support position involves contact with the public, police personnel and other justice partners on a daily basis. Civilian personnel have access to confidential information and 24 hours access to police facilities. The ability to respond, relay, and provide accurate and complete information in contributing to public safety requires alertness and sound decision making capabilities at all times. As a result, this civilian support position is safety sensitive and the Service's Fit for Duty program applies.

Knowledge and Skills

- Knowledge of accounting functions and principles: payroll, accounts payable, accounts receivable, chart of accounts, etc.
- Experience in financial management and financial file maintenance
- Ability to handle multiple projects, meet multiple deadlines; and problem solve
- Excellent written and verbal communication skills
- Word processing skills of 40 words per minute
- Ability to learn very quickly in a fast paced environment
- Proficiency in Microsoft Office software applications, financial accounting software, and general computer skills
- Ability to exercise professional judgment and reasonableness in a variety of situations

Key Result Areas

A. Delivers Culturally Sensitive Approach in Services

- Knowledge of the various cultural diversities of Manitoulin Island, and especially specific to the Anishnaabe communities; communicate with members of the public and all justice partners in a sensitive and respectful manner
- Demonstrate respect for Ojibwe traditions, language, customs and culture while carrying out duties
- Fluency/knowledge/understanding/willingness to learn and use the Ojibwe Language in the workplace

B. Contributes to Teamwork and Positive Working Relationships

- Maintains a positive rapport and good working relationship with personnel of the police service and other justice partners; includes, but is not limited to other police agencies, and other Anishnaabe and non-Anishnaabe partner services located primarily in the UCCM service area
- Ability to work both independently and collectively with other personnel when required;
- Cooperativeness and enthusiasm when assisting others in the workplace to meet organizational deadlines and other assignments

1. Provide Financial Support

Payroll Responsibilities:

- a) Prepare and submit bi-weekly payroll for approval by the Director of Corporate Services (using a web-based external payroll service provider) based on information submitted and approved in the timesheet database system;
- b) Ensure hourly wages are correct for all employees, and information in payroll system is up to date – addresses, employee names, pension amounts, applicable deduction amounts, etc. as submitted by the Human Resources Administrator;
- c) Prepare employee Record of Employments as required, and as per legislative requirements;
- d) Prepare year end payroll reports based on information produced by the Human Resources Administrator, ensure proper documentation for the submission of employee T4s;
- e) Enter and record payroll journal entries in the accounting system each bi-weekly pay period; and
- f) Prepare and submit payroll remittances, based on payroll completed (pensions, benefits, WSIB, etc.).

Accounts Payable Responsibilities:

- a) Match purchase orders to packing slips and invoices;
- b) Review purchase order requests ensuring correct information is submitted, assign number, report any anomalies to Director of Corporate Services;
- c) Match invoices to statements and reconcile outstanding accounts;
- d) Prepare accounts payables for processing, and ensure accurate payments are made, handle inquiries as required;
- e) Add, and modify accounts payable vendors as required;
- f) Obtain two authorized signatures for payables processing and ensure cheques are distributed to the payees;
- g) Process and complete travel advances for Employees of the Police Service and Commission Members, ensuring accuracy of the advance and appropriate supervisor approval;
- h) Reconcile submitted travel claims with travel advances upon completion of travel;
- i) Ensure HST requirements are entered appropriately, and HST-exempt letters are sent to suppliers as required; and

- j) Interface the accounts payable to the General Ledger daily.

Accounts Receivables Responsibilities:

- a) Prepare accounts receivables as required, prepare and send out invoices, handle inquiries as appropriate;
- b) Add and modify accounts receivable vendors as required;
- c) Monitor revenue and reconcile monthly accounts receivables;
- d) Process and prepare deposits ensure accuracy of entry in the accounting system, and the deposit book;
- e) Record and post revenue, ensure direct deposits are entered in accurately and according to the electronic communication provided;
- f) Ensure revenue is entered in the appropriate account based on the various agreements and contracts, report any discrepancies to the Director of Corporate Services;
- g) Prepare and submit HST rebate applications, as eligible; post rebate to the appropriate account;

Maintain Accounting System and Ensure Year-end Preparation:

- a) Add, modify and delete account codes for the chart of accounts;
- b) Analyze and reconcile prepaid expenses and deferred revenue;
- c) Analyze, correcting and/or reporting any financial discrepancies and track errors back to the source;
- d) Reconcile revenue, expense, liability and assets accounts on an ongoing basis;
- e) Perform reconciliations, and monthly and year end accruals;
- f) Track and monitor changes made to designated program funds and verify funds available;
- g) Work with external auditors on the financial activities to complete the organization's financial cycles;
- h) Reconcile and post entries to accounts for preparation of Trial Balance for year-end audits;
- i) Retrieve files, provide supporting financial documentation, and answer questions as required;
- j) Close the general ledger at year-end and perform related journal entries;
- k) Archive files and set up files for new fiscal year; and
- l) Maintain fixed assets catalogue, assemble and photocopy assets for inventory control.

General Accounting Responsibilities:

- a) Secure and distribute petty cash for small cost items, reconcile and replenish as needed;
- b) Secure monies received from Record Checks, until ready to be deposited;
- c) Reconcile monthly bank statements;
- d) Record daily bank activities for issued cheques, deposits, and outstanding cheques, and advising the Director of Corporate Services of cash flow status;
- e) Access online banking on a regular basis;
- f) Reconcile monthly visa statements with supporting documentation in accordance with applicable policy, collect and develop forms as required;

Miscellaneous Financial Responsibilities:

- a) Inform Director of Corporate Services about financial anomalies, and provide internal reporting to the Director of Corporate Services as required;
- b) File and keep safe contracts, leases, documents, receipts, and funding agreements;
- c) Develop templates, forms, and custom financial reports in consultation with Director of Corporate Services, and as directed;
- d) Provide ongoing feedback and suggestions to enhance the overall financial operations;
- e) Maintain financial records/files for various projects as needed;
- f) Complete approved program grant applications for consideration by the respective funding body;

- g) Prepare and submit approved interim and final program reports to the applicable funding body(ies);
- h) Assist the Director of Corporate Services with annual budget preparation and multi-year funding agreement renewals for the UCCM Policing Agreement;
- i) Evaluate and recommend, to the Director of Corporate Services, the need for new technology to meet the organization's financial data processing, control, and reporting requirements;
- j) Recommend and revise financial management policies and internal control measures as required, to the Director of Corporate Services (minimum standard of an annual review) to ensure compliance with current legislation;
- k) Provide assistance and instruction to staff on financial procedures; and
- l) Other financial duties as assigned.

2. Provide Administration Support:

- a) Compose professional correspondence, and memorandums as required;
- b) In the absence of civilian support personnel complete Criminal Record Checks and Vulnerable Sector Screening applications; and
- c) Other office administration duties as assigned

3. Participate in Continuous Learning: Professional and Personal development – 40 hours minimum [Guideline Only]

**Finance Coordinator
Qualifications and Evaluated Competencies**

Qualifications	
Vision and Mission	Demonstrates knowledge of organizational purpose – why the police service exists; demonstrates ability to identify how the position of the Finance Coordinator relates to the police service vision, mission, and organizational goals;
Cultural Specific Knowledge of Service Area Population	Demonstrates community policing theory and philosophy appropriate for local Ojibway customs and culture for the UCCMM communities; respectfulness and sensitivity to the history and needs of Anishnaabe population when dealing with the public and other external partners.
Teamwork	Contributes positively to organizational performance goals and contributes positively to team morale; constructively contributes to team performance, willingly puts team goals ahead of individual goals; shows appreciation of the efforts of others; expresses disagreement tactfully and sensitively, gives feedback in a constructive and solution oriented manner; works cooperatively with other team members; demonstrates creativity and initiative in improving strategies and processes for enhanced team and organizational effectiveness;
Technical Job Skills	Demonstrates proficiency in typical task areas as identified in the Finance Coordinator job description.
Analytical and Problem Solving Skills; Use of professional judgment	Demonstrates effective use of professional and analytical judgment in completing various tasks required in the Finance Coordinator job description.
Community Relationship Building	Demonstrates effective interpersonal skills to liaise and develop rapport with a variety of audiences: members of the public, courts, team members, and other justice partners; treats people courteously and with respect; is friendly and approachable; participates in both proactive police community education events and other general events a hosted by community groups and agencies.
Communication and Interpersonal Skills	Excellent verbal and listening skills and written communication skills including: <ul style="list-style-type: none"> • Speaking clearly with proper volume and tone emphasis and in a respectful and confident manner in all situations. • Giving concise, understandable, accurate directions/instructions.

	<ul style="list-style-type: none"> • Listening carefully for total meaning. • Submitting reports and required written information in a timely manner. • Maintaining confidence as required. <p>Effective interaction with the public and other agencies in an appropriate and professional manner (courteous, polite, and positive).</p> <p>Effective interaction with peers, coworkers, officer, and all others in the Police Service in a cooperative, respectful, and professional manner including readily sharing own knowledge, credit, and responsibility.</p>
<p>Professional Growth and Professionalism</p>	<p>Participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development; demonstrates personal attributes that confirm leadership skills and high regard for professionalism by:</p> <p>Adaptability and flexibility including:</p> <ul style="list-style-type: none"> • Readily accepting all assigned tasks; • Readily accepting new work assignments; • Adjusting to changes in policy, procedure, methods, etc.; <p>Leadership skills including:</p> <ul style="list-style-type: none"> • Taking control when appropriate or necessary; • Accepting responsibility; • Working well without supervision; • Self-confidence; • Working well independently and as a member of a team; • Ability to support effective teams; • Ability to analyze problems, make decisions and solve problems; • Ability to self-assess, set own goals and work diligently toward achieving them; • Demonstrating initiative in approach to work; • Drawing from own experience to apply previously learned knowledge and skills, etc. to new or unfamiliar situations; and to learn from mistakes; • Setting an example for others to follow; • Properly using of discretion /judgment to find appropriate solutions for all situations; and make sound decisions based on all available information. <p>Professional work ethics including:</p> <ul style="list-style-type: none"> • Punctuality for work, breaks, court appearances, etc.; • Following schedule and appointments consistently; • Appropriate professional behavior including ability to separate personal and professional life, ensuring personal life does not adversely affect performance at work; ability to complete required tasks in stressful situations; and ability to remain calm and in control of emotions and behaviour in stressful situations. • Maintain professional appearance in compliance with regulations and policies; • Attending work regularly(minimal incidents of absenteeism); <p>Respect for authority including:</p> <ul style="list-style-type: none"> • Accepting reasonable directions/orders without complaint or question; • Following the chain of command; • Accepting constructive criticism.
<p>Personal Presentation: Ethics, Values and Role Model Behaviours</p>	<p>Demonstrates positive outlook accepts new job challenges for the benefit of services to public; demonstrates role model behaviours both on and off-duty to reflect positively upon the police service.</p>
<p>Essential Job Requirements</p>	<p>Word processing skills of 40 words per minute (minimum); proficiency in computer skills to learn and master a variety of specialized software applications and databases used by the service (QuickBooks, Microsoft Office, and NICHE RMS). Post-Secondary Degree or Diploma in Finance/Accounting or related field.</p>

	<p>Knowledge of accounting theory and principles. Previous experience in accounting is required. Emergency First Aid and Cardiopulmonary Resuscitation HeartSaver training; Valid Class G driver's license.</p>
Physical and Sensory Demands	<p>Physical Demands: Sitting at a computer terminal for long periods of time, operating a keyboard and mouse to type and proofread financial spreadsheets; with the freedom to move. Finger dexterity to use mouse, keyboard and number pad.</p> <p>Sensory Demands: Visual strain: reviewing and analyzing statistical data; researching information; creating complex mathematical formulae; and creating and manipulating detailed spreadsheets/worksheets and databases comprised of financial and statistical information; may get urgent requests from management for information. Ability to meet deadlines, multi-task, and prioritize work.</p> <p>Work is performed in a standard office environment.</p>