

 <p>Yukon First Nations CULTURE & TOURISM Association</p>	<p>FINANCE & ADMINISTRATION MANAGER</p> <p>POSITION DESCRIPTION</p>
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<p>Position Level: Management</p>	<p>Department: Finance & Administration</p>
<p>Reports to: Executive Director (ED)</p>	
<p>Term/Location: Full-time permanent position based in the YFNCT office, Whitehorse, Yukon</p>	
<p>Date Finalized: July 24, 2023</p>	

OVERVIEW

YFNCT is looking for a manager of our organization’s operations. We seek a person who will:

- Ensure strong organizational management and oversight.
- Lead in the development and implementation of financial and administrative planning, policies, procedures and systems.
- Work collaboratively with the Executive Director (ED) and Senior Management Team (SMT).
- Work supportively with the YFNCT staff, Board, community partners, funders, vendors, contractors and those we serve.

Additionally, we seek someone that will:

- Bring qualities that reflect the values of our Indigenous communities at all times. This includes clear accountability, communications, kindness, compassion and an approach that uplifts and supports our team and those we serve.

Read more about the YFNCT vision, mandate, goals and team [online](#).

BACKGROUND

The Yukon First Nations Culture & Tourism Association (YFNCT) was formed in 2013 with the merging of the Adäka Cultural Festival and the Yukon First Nations Tourism Association (YFNCTA). The merger of these two entities created a strong organization with a dual sector mandate: to work with all Yukon First Nations to promote and foster the development of

vibrant and sustainable Indigenous arts/culture and tourism sectors. YFNCT has grown exponentially in the past nine years and now has eight full-time staff members and delivers a long list of programs, services and events including the annual Adäka Cultural Festival, the Bead, Hide and Fur Symposium, the Advancing Indigenous Tourism Conference and more. YFNCT is led by a strong Board of directors composed of YFN leaders in the arts/culture and tourism industries.

RESPONSIBILITIES AND ACCOUNTABILITIES

FINANCIAL MANAGEMENT

- Oversees and leads the annual budgeting and planning process in conjunction with the ED; administers and reviews all financial plans and budgets; monitors progress and changes; and keeps the senior leadership team abreast of the organization's financial status
- Develops and presents regular financial reports in an accurate and timely manner
- Oversees all financial, project/program and grants accounting.
- Implements robust financial management and reporting systems.
- Ensures best practice bookkeeping and accounting procedures.
- Manages organizational cash flow and forecasting ensuring steady and seamless operations and programming.
- Coordinates and leads the annual audit process, liaises with external auditors and the Finance Committee of the Board of Directors; assesses and implements any changes necessary.
- Communicates and presents critical financial matters to the ED, SMT & Board of Directors.

FUNDING & REVENUE DEVELOPMENT

- In conjunction with the ED, researches potential revenue and funding sources; creates grant funding proposals and applications and revenue planning.
- Ensures timely compliance with all core and project funding agreements and reporting requirements.

LEADERSHIP

- Collaborates with the SLT to ensure a coordinated effort in the provision of programs, services and operations.
- Develops financial and administration goals and objectives that fulfill the organizational priorities of YFNCT's strategic plan.
- Manages the day-to-day operations of the Finance & Administrative department, ensuring compliance with all policies, procedures, all applicable legislation and the expressed values of the organization.

- Supports the SLT to develop and update all fiscal, human & technical resources and administrative policies in accordance with relevant legislation and regulations and implements once approved.

ADMINISTRATIVE MANAGEMENT

- Oversees the day-to-day operations and administration of the organization, facilities and records.
- Ensures administrative functions, systems, policies and procedures are developed to provide for effective, efficient and consistent operations as the organization scales.
- Ensures the preparation and distribution of staff payroll including the deduction of employee benefit contributions for employer benefits and legislated requirements.
- Ensures regular timely preparation and submission of employee and employer deductions and annual tax forms to Canada Revenue Agency.
- Oversee the physical office, facilities and assets including ongoing cleaning, maintenance, repair and replacement.
- Works with staff to identify and provide them with the available technological and administrative resources and tools to fulfill their job responsibilities well.
- Works with staff to ensure that they are aware of the operation and care requirements of the technology tools and equipment provided to them.
- Works to raise the digital literacy and capacity of the organization.

HUMAN RESOURCES ADMINISTRATION

- Supports the SMT as they recruit, hire, orient to position, supervise, mentor and perform professional reviews in accordance with the organization's policies and procedures and all applicable Employment, Workers' Safety & Compensation, Privacy and Human Rights legislation.
- Coordinated YFNCT human resource budgeting, practices and tools for recruitment, hiring, orientation, policies and procedures, salary and benefit administration, professional reviews, training and development, healthy and safe workplaces, and employee engagement.
- Support the ED in team wellness, training, retention and best practices strategies and actions.

BOARD SUPPORT

- Assists the ED and Board Secretary to create and distribute Board-related materials including, meeting agendas, notices and details, briefing materials, presentations, minutes and document signing, as needed.
- Plans and executes YFNCT monthly board meetings and the Annual Meeting of the Membership including management of the voting and proxy process.

- With the Board, prepares and submits the annual return and reporting requirements as applicable to Yukon Societies Act legislation.
- Supports the Board by providing access to relevant financial documents and training to ensure the successful execution of their fiduciary duties.
- Supports the Board throughout the year with engagement, communication and service.

CONTRACTS AND PROCUREMENT

- In collaboration with the ED & Senior leadership team, determines when required services are unable to be provided internally.
- Works with contractors, vendors and consultants (individuals and companies) through recruitment, selection, agreement and terms, compliance, deliverables, reporting, billing & collection.
- Develops contract and vendor policies and procedures.
- Works closely and transparently with all external partners including contractors, vendors and consultants.
- In conjunction with staff, establishes an inventory of frequently used administrative and technological supplies to be maintained and ordered on a regular basis.
- For major procurement purchases, researches & evaluates relevant products, and in conjunction with relevant staff, selects an appropriate product and recommends purchase to the ED.

OUR APPROACH

YFNCT is committed to a hiring approach based on respect, trust, self-determination, and commitment. As such, we recognize the value of:

- Giving hiring priority to persons of First Nations, Inuit or Metis ancestry.
- Identifying and removing barriers for any applicant.
- Creating opportunities for on-the-job training and professional development in areas identified as growth needs to help the candidate thrive in their role.
- Creating a team of committed passionate people who will prioritize the values of our organization, work well as a team, and create a supportive environment for everyone we work with and serve.

QUALIFICATIONS

A strong combination of the following qualifications will be considered in determining a successful candidate for the position.

EXPERIENCE & EDUCATION

- Professional experience, education and skills in the areas of financial, administrative and operational management
- Experience working and building relationships with a variety of partners: Indigenous groups, nonprofit organizations, and governments (federal, territorial, municipal, and/or First Nation), Boards of Directors and committees, vendors and contractors
- Knowledge of Yukon nonprofit bylaws, governance and systems
- Track record in grants management
- Ability to work hours outside of normal business hours on occasion and to travel for relevant educational and business opportunities

SKILLS

- Demonstrated leadership and team management skills
- Strong organizational and digital skills
- Strong written and verbal communication skills
- Analytical skills to evaluate data and make operational decisions
- Ability to adapt to and manage change
- Meticulous attention to detail
- An understanding of Yukon First Nations culture and history

ASSETS

- Graduate degree in business administration, financial management or related field
- Understanding of the Yukon cultural and/or tourism industries
- Knowledge of Yukon First Nations history and culture, Final Agreements and traditional territories
- Proficiency in nonprofit governance, organizational systems and digital tools

DEADLINE

Applications will be reviewed on a rolling basis. The first round of applications will be reviewed **Monday, August 21 at 12pm Yukon time.**

Please submit your cover letter and resume to the Hiring Committee at [hiring@yfnct.ca](mailto: hiring@yfnct.ca).

Finance & Administration Manager Position Description

SIGNATURES

<p>Executive Director I have reviewed the description of this position and agree that it reflects the defined responsibilities.</p>	<p>Signature: _____</p> <p>Date: _____</p>
<p>Incumbent I have read the above position description and understand that it is a general description of the duties assigned to the position for which I have been hired and that I may be required to perform other related duties from time to time.</p>	<p>Full name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>