

YESAB

Yukon Environmental and
Socio-economic Assessment Board

JOB DESCRIPTION

Section 1 – Identifying Data

<i>Position Title</i>	Finance and Administration Manager, Yukon Environmental and Socio-economic Assessment Board (YESAB)
<i>Incumbent</i>	
<i>Supervisor's Title</i>	Executive Director
<i>Branch/Unit</i>	Head Office
<i>Location</i>	Whitehorse
<i>Last revision</i>	September 1, 2020
<i>Valid Class 5 Yukon Driver's Licence</i>	Yes
<i>Annual Salary Range 2020</i>	\$93,890.49 - \$125,187.33

Section 2 – General Summary

The Finance and Administration Manager is responsible for the development, implementation, evaluation and maintenance of a full range of financial, administrative, and information management services for the Yukon Environmental and Socio-economic Assessment Board (YESAB); including financial planning, financial management and control, salary and benefit administration, information management planning and application support, administration, contract management, security of assets and information and related financial reporting and audit considerations.

A key function of the position is to provide information and advice to the Executive Director, the Board and YESAB managers and Designated Offices to assist them in making effective and responsible decisions regarding YESAB goals, policies, budgets and critical resource allocation and cost management decisions.

Section 3 – Organizational Structure

See attached organizational chart.

Section 4 – Principal Duties and Responsibilities

1. Participates as a member of the YESAB's management team in developing goals, objectives and priorities and strategic, short and long-term plans within the strategic direction established by the YESA Board. This position also advises on, and develops, financial and administrative policies, systems, procedures and management information reporting in support of the management team.
2. Provides professional senior level support and assistance to the Executive Director and management team in the areas of financial, administrative and systems management including interpretation and application of related legislation, regulations, and policies. The position identifies and/or advises on options for resource allocation, purchasing, administrative processes and procedures, and contract and space management.
3. Develops, directs and/or provides a full range of financial, contract, information systems, and administrative management functions and services for the YESAB, including space and material management, and provides advice, support and guidance to managers and staff.
4. Drafts and/or assists in the negotiation of service agreements with contractors, i.e. provision of payroll services.
5. Leads and coordinates the development of budgets, prepares briefing material for the Executive Director and YESA Board, and ensures that expenditures and variances are properly tracked and

controlled, manages discretionary costs once the budget is approved and forecasts current and future financial requirements.

6. Provides support to the YESA Board in wide-ranging negotiations for funding agreements with governments.
7. Coordinates and supports implementation of audit plans, prepares responses to audit reports and briefs management and the Board on the same.
8. Participates in the preparation of YESAB Annual Report.
9. Reviews and maintains employee benefits packages and provides advice to the Board on benefit costs, changes in benefit plans and carriers.
10. Provides overall direction, management and support of all day to day operations of all Board offices.

Section 5 – Contacts

- Regular contact with all YESAB staff to provide financial management advice and direction, contracting information, solutions to problems and to develop and implement short and long range financial, administrative, space planning, resource and information management plans.
- Contact with funding agency staff to discuss budget plans, financial issues and reporting requirements and audit findings.
- Contact with subordinate staff to provide direction, receive status information, resolve problems, discuss program direction and ideas, develop initiatives and evaluate program effectiveness.
- Contact with contractors with respect to award decisions, direction, and/or contract interpretation and to resolve problems.
- Contact with representatives of benefit carriers to exchange information, conduct research and resolve benefit related problems.

Section 6 – Specific Accountabilities

- Branch management and direction including establishment of goals, objectives, and priorities, supervision of staff and work allocation.
- Implementation of YESAB financial, purchasing, asset and material management and contract management policies, practices and procedures.
- Decisions on changes to, or implementation of, new contracting procedures and processes within established Board directives.
- Solutions to financial, property management and contract management problems;
- Advice and support provided to Executive Director and managers regarding financial management, and contract and administrative management;
- Interpretations of the funding agreements to existing and proposed YESAB programs and implementation approaches;
- Quality and accuracy of information and recommendations provided to Executive Director, Board members and management team members.
- Work assignments to subordinate staff and program and performance matters including the assignment/identification of short and long term priorities, setting performance standards, etc.
- Budget expenditures within approved budget.

What are the impacts of performing the Principal Duties and Responsibilities?

The position's role as Finance and Administration Manager is a critical one: advice offered and decisions made in this capacity are key, as they directly impact the YESAB's accountability and ability to respond effectively to financial performance indicators. Decisions and recommendations impact on the effectiveness of administrative support services upon which the YESAB management and staff depend for successful program delivery.

Section 7 – Budget

1. a) What is the Annual Budget for the organization? \$6,248,917

Fiscal Year	<u>2020/21</u>
Annual Payroll	\$ 4,762,663
O&M Budget (excluding Payroll)	\$ 746,038
Capital Budget (excluding Payroll)	\$ 30,850

b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples.

Yes, within delegated authority.

2. If applicable, describe other expenditures or revenues influenced by this position and how.

As the YESAB's Finance and Administration Manager, this position has significant influence in this area given its responsibility for developing and implementing a financial system for the YESAB, i.e. accrual accounting.

The incumbent enters into contracts for services on behalf of the Board, which can influence expenditures.

Section 8 – Working Environment

Generally the incumbent works in an office environment and has a need to deal with conflicting, multiple and unpredictable demands or frequent interruptions. The work involves a requirement to deal with imposed deadlines and conflicting demands for services and advice. The incumbent travels within the territory (1 - 2 trips per year, lasting approximately 2 days per trip).

Section 9 – Knowledge and Skills

- Solid knowledge of generally accepted accounting principles and practices
- Knowledge of computerized financial, payroll and human resource information management systems
- Knowledge of financial management and budgeting practices
- Knowledge of contracting and purchasing methods and techniques
- General knowledge of systems development methods, techniques and terminology
- Knowledge of strategic and operational planning methods, practices and principles
- Knowledge of general administration methods and techniques
- Strong knowledge of YESAB mandate, services and clientele
- Knowledge of Yukon Environmental and Socio-economic Assessment Act
- General knowledge of Yukon First Nations and First Nation Agreements
- Good research, analytical and communications skills both oral and written
- Strong general management skills including setting and managing performance standards,

- Strong interpersonal skills, including ability to persuade and motivate others for optimum benefit of the YESAB
- Strong organizational ability and coordination skills
- Effective planning and project management skills
- Well developed problem solving skills and the ability to guide team approaches to problem solving
- Ability to utilize a personal computer along with experience using databases and a variety of software (e.g. Microsoft Office, Word, Excel, Access)
- Cross cultural awareness

Section 10 – Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
--	---

YESAB Organizational Chart

