YESAB
Yukon Environmental and
Socio-economic Assessment Board

# JOB DESCRIPTION

## Section 1 – Identifying Data

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|---|---|
| *Position Title* | **Financial Analyst** |
| *Incumbent* | |
| *Supervisors' Title* | Finance & Administration Manager |
| *Branch/Unit* | Head Office |
| *Location* | Whitehorse |
| *Date Completed* | October 28, 2024 |
| *Valid Class 5 Yukon Driver's Licence* | Yes |
| *Classification* | AR-14 |

## Section 2 – General Summary

The Finance Analyst (FA) is responsible supporting Yukon Environmental and Socio-economic Assessment Board's (YESAB) financial management processes. The FA participates in the budget preparation process by providing necessary data and analysis to budget managers, participates in monthly financial reviews and variance analysis to support decision-making, assists in the preparation of monthly financial reports, and helps ensure the accuracy of financial records through reconciliations and journal entries.

Reporting to the Finance and Administration Manager (FAM), the FA is a member of YESAB's administrative team and works collaboratively with YESAB's staff, management and senior management teams to ensure consistent application and compliance of YESAB financial management processes and policies.

## Section 3 – Organizational Structure

See attached Organizational Chart.

## Section 4 – Principal Duties and Responsibilities

1. Collaborates with budget managers to collect financial data and provide analysis to support the annual budget preparation process, as directed by the FAM. This includes analyzing and forecasting expenditures to support budget development.

2. Assists in preparing monthly, quarterly and annual financial reports, briefing notes, supporting documentation and data to support organizational and budgeting related decision-making.

3. Participates in monthly financial reviews and perform variance analysis to ensure actual financial performance aligns with budget expectations. This includes providing detailed explanations for discrepancies between budgeted and actual performance.

4. Prepares and processes journal entries, ensuring proper documentation and compliance with accounting standards, YESAB approvals and policies. This includes conducting thorough investigations of discrepancies, resolves issues to maintain the integrity of the financial reporting system, as well as performs account reconciliations on a regular basis to ensure financial records are accurate and complete.

5. Monitors and analyse cashflow trends to ensure YESAB has sufficient liquidity to meet its operational needs.

6. Provides support in ensuring that all financial activities adhere to accounting standards, YESAB's financial policies, internal controls, and government regulations.

7. Identifies opportunities to enhance the efficiency and accuracy of financial processes and reporting and support FAM in the development and implementation of new financial management tools or procedures to improve workflow.

8. Provides support during audit processes by preparing and providing necessary documentation.

9. Ensures the FAM and, when appropriate, the Executive Director are thoroughly briefed on sensitive matters and that emerging issues are identified and managed proactively.

10. Assist with ad hoc financial analysis or special projects and initiatives as assigned by the FAM.

11. Provide support in payroll, administrative duties, accounts payable, and other finance-related functions as needed.

**Section 5 – Contacts**

- Contact with the FAM to ensure they are thoroughly briefed and are aware of emerging issues.
- Contact with YESAB staff at all levels to receive, process and audit financial management related items.
- Contact with YESAB staff at all levels exchange information and to provide advice and direction on financial management procedures.
- Contact with contractors, service providers and consultants to exchange information and resolve issues.
- Contact with Records Administrator to ensure that files are maintained in accordance with current guidelines and policies.
- Contact with other YESAB managers to identify emerging issues and trends and to ensure consistent application of administrative processes and policies across the organization.

## Section 6 – Specific Accountabilities

- Gathering, analyzing, and interpreting financial data to support the development of YESAB's annual budget.
- Generating accurate and timely monthly financial reports, including variance analysis to compare actual performance with the budget.
- Identifying discrepancies and provide explanations for these variances, offering insights that aid in financial decision-making.
- Ensuring that all financial transactions are correctly recorded by performing regular account reconciliations and preparing necessary journal entries.
- Ensuring that all financial activities comply with YESAB's financial policies, internal controls, and applicable regulatory requirements.
- Assisting in audits by preparing and providing necessary financial documentation and explanations.
- Collaborating with budget managers and decision-makers to provide financial insights and support.
- Ensuring the consistent application of YESAB financial management processes and policies.
- Establishing work priorities that align with the daily functions of YESAB as a whole.

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

The Finance Analyst's work is critical to ensuring that YESAB maintains financial stability, regulatory compliance, and operational efficiency. By providing accurate financial data, ensuring sound financial processes, and supporting decision-making, the FA contributes to the overall fiscal health of the organization. This helps YESAB allocate its resources effectively, meet its strategic objectives, and maintain accountability and transparency in its financial management processes.

## Section 7 – Budget

1. a) What is the Annual Budget for the unit under the direct control of the position?

| **Fiscal Year 2024/2025** | |
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| Contracts | $ N/A |
| O&M Budget (excl. Payroll & other fixed costs) | $ N/A |

## Section 8 – Working Environment

The incumbent works in an office environment and the work involves multiple conflicting and unpredicted demands, frequent interruptions, and imposed deadlines. The incumbent may be required to travel for community visits, site visits, meetings, and training purposes.

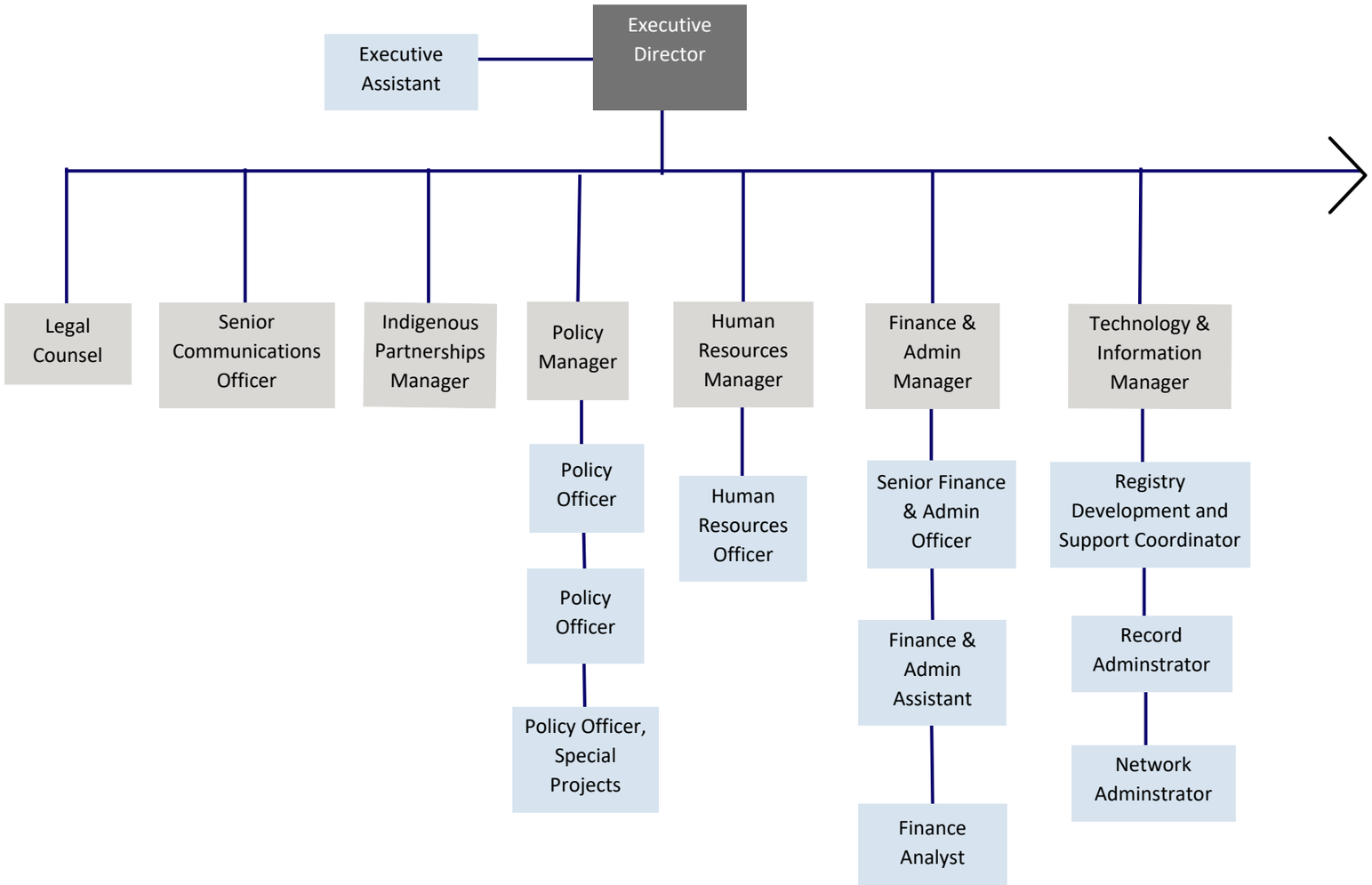
## Section 9 – Knowledge and Skills

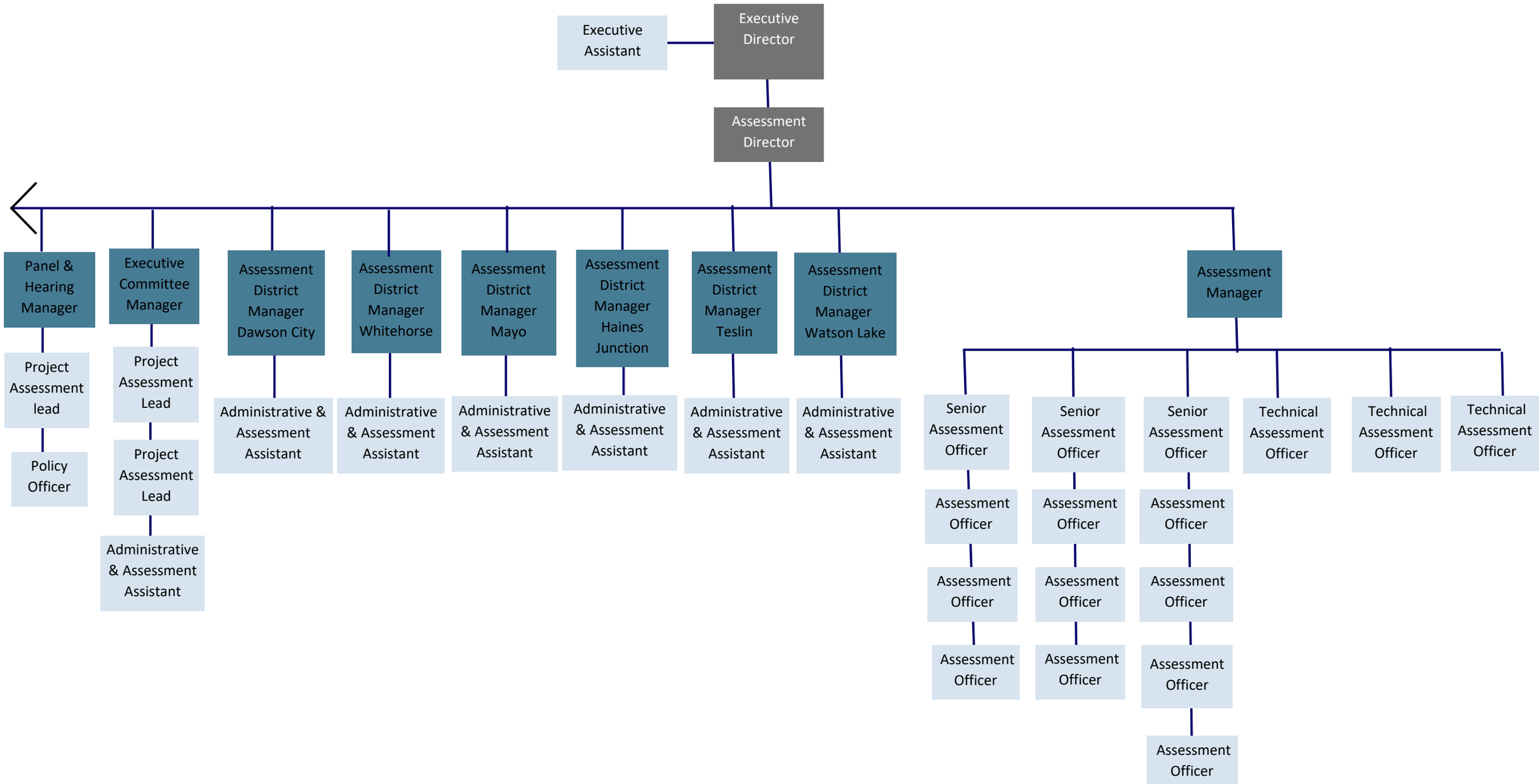
- Bachelor's degree in Accounting, Finance, or a related field.
- Professional accounting designation (CPA) or working towards a CPA designation is an asset.
- In depth knowledge of Generally Accepted Accounting Standards including audit functions and requirements.
- Exceptional knowledge of financial management procedures and practices, financial reporting, variance analysis, budgeting, reconciliations and journal entries.
- General knowledge of Yukon First Nations and First Nation agreements is an asset.
- Ability to deal with frequent interruptions, changing priorities, and competing deadlines.
- Ability to work under pressure and meet timelines.
- Strong interpersonal and conflict resolution skills.
- Excellent oral and written communication skills and the ability to write and present reports.
- Excellent analytical, synthesis, and problem-solving abilities.
- Excellent organization, planning, and coordination skills.
- Excellent initiative, discretion, and judgment.
- Ability to work independently and as part of a team.
- Good working knowledge of computerised accounting and management information systems and ability to effectively use complex computerised accounting systems. Knowledge of QuickBooks is an advantage. systems
- Demonstrate computer skills and proficiency in Ms Excel, Word, Outlook, Verifyle, Teams and Zoom.

**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.

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| **Supervisor:** I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.<br><br>Supervisor: _____<br><br>Date: _____ | **Incumbent** (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.<br><br>Incumbent: _____<br><br>Date: _____ |
| **Executive Director:** I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.<br><br>Executive Director: _____<br><br>Date:_____ | |


Executive Director
Executive Assistant
Legal Counsel
Senior Communications Officer
Indigenous Partnerships Manager
Policy Manager
Policy Officer
Policy Officer
Policy Officer, Special Projects
Human Resources Manager
Human Resources Officer
Finance & Admin Manager
Senior Finance & Admin Officer
Finance & Admin Assistant
Finance Analyst
Technology & Information Manager
Registry Development and Support Coordinator
Record Adminstrator
Network Adminstrator


Executive Assistant
Executive Director
Assessment Director
Panel & Hearing Manager
Project Assessment lead
Policy Officer
Executive Committee Manager
Project Assessment Lead
Project Assessment Lead
Administrative & Assessment Assistant
Assessment District Manager Dawson City
Administrative & Assessment Assistant
Assessment District Manager Whitehorse
Administrative & Assessment Assistant
Assessment District Manager Mayo
Administrative & Assessment Assistant
Assessment District Manager Haines Junction
Administrative & Assessment Assistant
Assessment District Manager Teslin
Administrative & Assessment Assistant
Assessment District Manager Watson Lake
Administrative & Assessment Assistant
Assessment Manager
Senior Assessment Officer
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