



ʔakisq̓nuk First Nation

POSITION DESCRIPTION

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

POSITION TITLE: Records, Reporting and Grants Specialist (“RRGS”)

DATE: October 5, 2022

PROGRAM: Finance

REPORTING TO: Fiscal and Economic Director

OVERVIEW

ʔakisq̓nuk First Nation (“AFN”) is a member Community of the *Ktunaxa Nation*. AFN Administration exists for the Community and is comprised of different departments unified by our Vision, Mission, and Values. The AFN departments work together to achieve our goals and objectives as set out in our long and short term strategic plans. We continue to progress and move our community forward toward our Vision.

POSITION SUMMARY

The RRGS is responsible for (i) collecting, classifying, and maintaining AFN’s documents, records and agreements in accordance with policies and document management system (“DMS”), (ii) reviewing AFN’s reporting obligations to, *inter alia*, government agencies and as required under funding agreements, etc., and, working with AFN departments, ensure the timely filing of all reports, (iii) identify various funding grants available to AFN and, working with AFN departments, coordinate applying for funding grants, and (iv) provide ongoing administrative support to the Fiscal & Economic Director and the Finance Department. The RRGS will develop, update, and implement strategies, policies, and procedures for managing AFN’s documents.

KEY RESPONSIBILITIES

- Implementing a DMS, including overseeing all aspects of retaining documents, and putting in place a searchable index system to readily locate documents.
- Ongoing maintenance of the DMS, ensuring all files are properly stored and readily accessible to AFN’s various departments.
- Reviewing contracts and extracting data relevant to the contract lifecycle process, including identifying obligations under agreements, diarizing the same and coordinating with AFN’s departments completion of AFN’s obligations.
- Coordinate member and staff data transfers for physical and electronic files by collecting, reviewing, and releasing of incoming and departing financial records.
- Provide guidance on electronic content management, scanning, email management and electronic filing.
- Liaise with Human Resources on any staff documentation which may be required.

- Provide system administration support for the Records Management Systems (RMS) such as the payroll system; identify system enhancements, coordinate implementation and upgrades.
- Identify and/or participate in the evaluation of tools to enhance best practices and test new products and software.
- Perform regular inventory of financial and payroll files both physical and electronic.
- Provide administrative support to the Fiscal and Economic Director and wider Finance Department including minute taking, file management, and meeting facilitations.
- Lead and assist with financial tasks and perform other related duties as assigned.
- Identify and remain current with funding grants available to AFN and coordinating with AFN's various functions applying for funding grants.
- Remain current with relevant laws, regulations, covenants, policies, trends, etc., including retention and privacy obligations.
- Collect and manage data related to AFN and AFN's programs and operations.
- Such other duties as may be assigned by Fiscal and Economic Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Associated university degree or technical diploma with minimum 2 years of related records management experience.
- Excellent communication skills, both written and oral as well as computer literacy in a Microsoft office environment, and other related forest industry software applications.
- Understands the importance of confidentiality and works on ensuring sensitive information is stored properly and is not divulged to third parties. Privacy protection is key.
- Experience using content management systems such as payroll systems, file managers, and meeting platform managers such as iCompass and Sage 300.
- Advanced financial literacy is a considered an asset.
- Ability to act as a team player, establish rapport and a positive working relationship with staff and community members, and also able to work autonomously.
- Previous administrative experience with exposure in supporting and assisting staff members of all levels in generic administrative duties such as minute taking, meeting facilitations, date integrity, and file management.
- A basic understanding of agreements and the contract life cycle process, including periodic covenant obligations (such as reporting), renewal periods, termination, etc.
- Excellent organizational skills and an ability to diarize key events / reporting obligations, and coordinate the completion of the same.
- Excellent search skills, including the ability to locate documents in a timely manner
- Excellent research skills, including the ability to identify funding grants available to AFN and relevant laws, regulations, covenants, policies, trends, etc., applicable to AFN.

GENERAL STATEMENT

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and stay informed about the culture to gain a greater understanding.