

- f) Supervising the preparation of agendas, minutes, and by-laws for Council and Committee meetings.
 - g) Liaison with the membership.
3. Administers **finances** of the First Nation which is under Council control by:
- a) Submitting recommendations related to sound financial management including financial regulations.
 - b) Ensuring the preparation annually, of an estimate of all revenues and proposed expenditures under Council. (Budget Process)
 - c) Ensuring preparation of a five-year capital works budget. (P.D.P.)
 - d) Presenting monthly, comparative financial statements.
 - e) Implementing a budgetary control system. Assisting all departments, budget monitoring and auditing.
 - f) Recommending adjustments to the budget from time to time.
 - g) Ensuring that all requirements for the annual audit are met.
 - h) Ensuring the exact recording of all financial transactions. Reviews the general Ledger listings.
 - i) Authorizing the expenditure of monies and the acceptance of tenders or contracts for items within the approved budget, without prior Council approval to an amount not exceeding \$1,000.00 and with prior Council approval greater that \$1,000.00.
 - j) Reviewing contracts and tenders.
 - k) Maintaining the computerized accounting system.
 - l) Monitoring the accounting department systems and procedures to carry out their functions efficiently and effectively.
 - m) Ensures that the accounting department complies with all standards, policies and regulations.
 - n) Administers the First Nations Benefits program.
 - o) Ensuring that Council's policies and programs are publicized.
 - p) Maintain an up to date knowledge of all additional funding sources. Writing and submitting program funding proposals. Assisting other departments.
4. Administers the required **staffing** and the development of staff necessary for prompt and efficient and operation of the policies, programs and activities of the Council and Committees by:
- a) Implementing and recommending personnel policies, personnel requirements, working conditions, recommending salaries, wage scales, fringe benefits and budget source with Council approval.
 - b) Implementing both on and off the job training programs.
 - c) Recommending and implementing the recruiting, hiring, discipline and firing of personnel decisions of the Council in accordance to personnel policies.
 - d) Ensuring maintenance of adequate personnel records, including job description, employee agreements and performance reviews in accordance of personnel policies.

5. Acts as **liaison and public relations officer** in matters of administration by:
 - a) Meaningful contacts and dialogues with officials of the federal, provincial and municipal governments, First Nations and organizations and other agencies.
 - b) Ensuring political representation at all applicable meetings.
 - c) Ensuring representation on outside Committees:
 - Sto:lo TESSI Committee
 - Sto:lo Technical Committee
6. Maintain an accurate and up to date filing system.
7. Provides monthly reports to the Band Manager by the 5th of each month.
8. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
9. At the end of the workday the work station must be tidy. (To allow janitors to dust.)
10. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Council.
11. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Council.
12. Conduct all other relevant duties as requested by the Council.

Employee

Date