

*Each day can be one of triumph if you
keep up your interests*

George Matthew Adams

**FOR FURTHER
INFORMATION, CONTACT:**

The Service Bureau in your area:

La Ronge: (306) 425-4249

**WHAT ELSE SHOULD I
KNOW?**

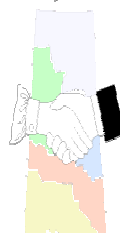
For further information on this type of
occupation, visit the following websites:

www.sk.hrdc-drhc.gc.ca/jobfutures/

[www.gov.sk.ca/psc/mdcentre/Dictionary
m.htm](http://www.gov.sk.ca/psc/mdcentre/Dictionary
m.htm)

*We are committed to Employment
Equity and encourage applications from
qualified persons of Aboriginal ancestry;
persons with disabilities; members of
visible minority groups and women
seeking management and non-traditional
roles.*

SERVICE



THROUGH TEAMWORK



Saskatchewan Environment

1328 La Ronge Avenue
La Ronge, SK S0J 1L0
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January 2002

**For more information on Saskatchewan
Environment, contact our website at:**

www.sermweb.serm.gov.sk.ca

SASKATCHEWAN ENVIRONMENT

SERVICE BUREAU CAREER FACT SHEET

FINANCIAL MANAGER



Saskatchewan
Environment

It's in your Nature.

WHAT IS A FINANCIAL MANAGER?

Saskatchewan Environment's Financial Manager is responsible for the financial management of Northern Air Operations and the Resource Protection and Development Revolving Fund. This individual must also provide leadership to the La Ronge Service Bureau in the financial management of the Shield EcoRegion and La Ronge Fire Centre.

PRIMARY RESPONSIBILITIES

- Financial managers train and provide direction to Service Bureau personnel to process revenues and expenditures, utilizing the Revenue and Expenditure System
- Under the direction of the Service Bureau manager, financial managers assist in the preparation of developing budget estimates, fiscal forecasting, accounting reporting, financial reporting, annual reports, and other documents
- In the absence of the Service Bureau manager, financial managers assume responsibilities to ensure continuance of administrative and financial support to the Shield EcoRegion, La Ronge Fire Centre, and Northern Air Operations

- Financial managers monitor spending against expenditure forecasts and approve local purchase orders, purchase requisitions, and invoices for payment
- The financial manager provides advice and direction to staff regarding human resource issues and acts as liaison with the Human Resources Financial Consultant
- The financial manager is also responsible for managing the financial tracking of the Resource Protection and Development Revolving Fund and for management of the computerized inventory system for the Revolving Fund

My interest is in the future, because I'm going to be spending the rest of my life there

Charles Kettering

HOW TO BECOME A FINANCIAL MANAGER

To become eligible for this type of position, high school students should take classes such as Mathematics, Accounting, English, Computers, and Business Administration-related financial and human resource classes

Typically, post-secondary educational requirements for this occupation include completion of Business Administration certificate or degree, Certified Management Accounting certificate, or related fields such as Organizational Development. People in this occupation typically have a combination of experience and post-secondary training including knowledge of Accounting/Financial/Budgeting, and/or Forecasting Management Systems

For information on programs or classes contact the following:

- SIAST; SIIT; University of Saskatchewan; University of Regina; Northlands College; Sask. Indian Federated College

OTHER REQUIREMENTS FOR EMPLOYMENT

Knowledge of Department's mandate, programs and policies; good interpersonal skills; knowledge of accounting, auditing, budgeting and forecasting practices; research and statistical methodologies; interpretation of policies; and knowledge of cross-cultural situations and the multi-cultural diversity of northern Saskatchewan

TYPICAL EMPLOYERS INCLUDE

- Provincial and Federal agencies and government departments