



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Finance	Office Administrator	
Position Number(s)	Community	Division/Region(s)
15-3923	Yellowknife	Fiscal Policy, Office of the CIO, Management Board Secretariat

PURPOSE OF THE POSITION

The Office Administrator is responsible for providing a full range of administrative support services to the Director and staff of the Fiscal Policy Division and the Office of the Chief Information Officer; backup administrative support services for the Management Board Secretariat; backup administrative support services to other Finance divisions as required; and coverage for the Senior Administrative Coordinator (Directorate) as required to ensure the efficient functioning of the divisions and the maintenance of the divisions' professional image.

SCOPE

The Fiscal Policy Division of the Department of Finance is responsible for the analysis and recommendations to Cabinet and the Financial Management Board in the areas of federal transfers, tax and fiscal policy, and economic issues and produces the annual budget address, and other documents analyzing tax and other fiscal and economic issues as required.

The Office of the Chief Information Officer serves as the GNWT's senior authority on corporate activities associated with information and communications technology and provides strategic, policy and operational advice through the Informatics Policy Council.

The Management Board Secretariat supports the operations of the Financial Management Board and is responsible for the GNWT's budget, planning and reporting cycle.

The Office Administrator reports directly to the Director, Fiscal Policy but also supports the

Office of the Chief Information Officer and Management Board Secretariat, providing a critical role in the operation of these divisions through:

- direct administrative support to the directors and staff; and
- back-up support to the Directorate and other divisions as required.

RESPONSIBILITIES

1. Provide administrative support services to the Directors and staff of Fiscal Policy and Office of the Chief Information Officer and backup administrative support services to the Management Board Secretariat divisions thereby contributing to the efficient functioning of the divisions and the maintenance of the divisions' professional image.

- Format and proofread letters, memoranda, presentations, briefing materials, Financial Management Board and Cabinet Decision Papers and other confidential material for the divisions, the Minister and Deputy Minister of Finance and ensure GNWT formats are followed.
- Act as reception and answer directors' phones as required.
- Co-ordinate the preparation of briefing binders and e-binders for Minister of Finance and senior management.
- Co-ordinate meetings as required.
- Formatting and arranging printing of the annual Budget Address document and other public documents.
- Operate a computer with Microsoft Office, ARTS database and Adobe Pro software.
- Draft routine correspondence for signature.
- Maintain the divisions' filing system (ARCS and ORCS), both paper and electronic (DIIMS), including correspondence chronos, a circulation file, a Bring Forward tracking system, an electronic mail-log system, archiving and transfer of files to storage and files updates to manuals when received.
- Manage reporting systems by ensuring correspondence is completed within deadlines and maintain a filing system for divisional correspondence and other records in accordance with the departmental records management system.
- Manage staff travel arrangements by ensuring proper approvals by completing and/or verifying travel authorizations in SAM, and booking flights and accommodations. Complete and/or verify expense claims in SAM for staff travel reimbursements. Ensure

- any GST/HST payments are refunded to the Corporate Travel Card. Perform monthly reconciliations of staff travel cards in SAM to create statements.
- Manage the purchase of divisions' equipment and supplies under \$5,000 using the GNWT procurement card, which requires maintaining an inventory of office materials and supplies, reconciling purchases and creating a monthly statement in SAM. Create requisitions for TSC software and equipment, supplies and services, warehouse stocked items, and surplus goods as requested using the PWS Internal Services website.
 - Receive visitors, staff and telephone call inquiries appropriately.
 - Maintain communications with staff when they are on duty travel.
 - Perform other duties as assigned to achieve Department goals through special projects and initiatives.
 - Order publications and other information items as required.
- 2. Provides research support such as finding information and statistics, and summarizing it in tabular form or otherwise, as required to the Director, Fiscal Policy and other staff to allow the division to meet its objectives in a timely manner.**
- Use computer software packages (i.e., Excel, Power Point) to produce graphs and statistical tables for divisional publications and reports.
 - Search for background research materials required for accurate, timely preparation of Ministerial letters, memorandums and briefing notes and reports as requested.
- 3. Monitor updates of the divisions' information on the Department of Finance website.**
- Responsible for following up that division requests to Finance communication staff for updates to the Department of Finance website are completed. This is especially important for uploading the annual Budget Address.
- 4. Monitor OCIO@gov.nt.ca email.**
- Responsible for checking once per day and forwarding requests as needed to appropriate OCIO staff.
- 5. Assist other administrative staff in the Department when needed, including coverage for the Senior Administrative Coordinator desk.**

WORKING CONDITIONS

Physical Demands

This position frequently requires extended periods working at a computer.

Environmental Conditions

This position is required to be in a normal office environment most of the time.

Sensory Demands

This position frequently requires extended periods of concentration sitting in front of a computer screen. Attention required when producing documents to ensure accuracy and attractive layout.

Mental Demands

The job involves strict deadlines. The incumbent is required to co-ordinate the production of documents such as the annual budget address which involves formatting of text, tables and charts, as well as managing the contract with printers and meeting deadlines for printers and translation.

This position frequently requires short periods of concentrated thinking and has little control of work pace due to many disruptions.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office procedures, and time management skills to balance competing priorities in an efficient manner.
- Knowledge of basic records management policies and procedures including records disposition, records standards and records classification systems.
- Communications skills, including an appropriate knowledge of English grammar, spelling and punctuation to fairly represent the divisions and the department to outside suppliers, position applicants, other government staff and the general public.
- Computer skills, including word processing, spreadsheets, graphics and tables and experience with data entry to handle the large volume of documents.
- The ability to work accurately under severe time deadlines.

Typically, the above qualifications would be attained by:

- Certification in office administration(one year) and one year directly related experience that includes word processing, spreadsheets, database and records management;

or,

- Completion of Grade 12 and at least two years of directly related experience in office administration that includes word processing, spreadsheets, databases and records management.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Aboriginal language: To choose a language, click [here](#).

- ☐ Required
- ☐ Preferred