



Government of
Northwest Territories

IDENTIFICATION

Department		Position Title	
Finance		Executive Director, Financial and Employee Shared Services	
Position Number(s)		Community	Division/Region(s)
15-3926		Yellowknife	Financial and Employee Shared Services

PURPOSE OF THE POSITION

This position is responsible for financial transaction processing for the GNWT and the NWT HC (Northwest Territories Housing Corporation), as well as all health and Social Services Authorities, encompassing all forms of accounts receivable and accounts payable as well as payroll and benefits administration.

SCOPE

As the senior designated Accounting Officer for all assigned Departments, including the GNWT and NWT HC, pursuant to section 83 of the Financial Administration Act, the position incumbent is responsible for ensuring that all commitments and expenditures are appropriate and are in compliance with governing legislation, regulations and policies. Transactions must be in accordance with GAAP (Generally Accepted Accounting Principles) as defined by the Chartered Professional Accountants of Canada. In addition this position is responsible for monitoring and evaluating management processes such as continuous improvement, customer relations, communications and employee performance and development.

The position develops, leads, and implements process improvements to provide timely and accurate benefits, payroll, employee inquiry and data management services to 6,000 clients within the GNWT and NWT HC. This administration requires an understanding of Compensation and Employee Benefits under 8 different terms of employment for a diverse range of employee groups (e.g. union of Northern Workers, excluded groups, senior management and the NWT TA (NWT Teachers Association), and Elected Officials). The client services provided also include customer relations (help desk support) and HRIS issues

(People Soft), the administration of the GNWT's compensation systems (Pay and Benefits) as well as on/off boarding of employees financial affairs.

This position is responsible for ensuring a strong client service focus in direct service delivery to management and various other employee groups. This position is also a senior member of the Office of the Comptroller General and a member of the Senior Management Committee for the Department of Finance providing strategic advice to the DM of Finance. It is the most senior representative of Employee and Financial Services and is expected to build relationships with client groups across the entire GNWT. This requires the ED to have a fundamental knowledge of all client Department programs and services (i.e. a supportive department in terms of the services provided).

DIMENSIONS:

The ED is the most senior Accounting officer for the GNWT and NWT HC and as such is statutorily responsible for the approval of disbursements pursuant to section 92(1) (b) of the Financial Administration Act as follows:

	(Millions)		
	NWTHC	GNWT	Total
- O&M	\$26	\$1,567	\$125M
- Amortization	(NA)	\$81M	2M
- 3 rd Party Expenditures	-	77	1M
- Capital	\$9	375	12M

Shared Services (2015):

- # of positions:	134
- O&M	\$17,258,000
- Employee Dental	\$ 4,971,000
- Medical Travel	<u>\$ 7,278,000</u>
Total	<u>\$ 29,507,000</u>

RESPONSIBILITIES

1. Strategic Planning and financial management to ensure that employee and financial shared services responds to client needs in the most efficient, effective and economical manner possible.
2. Senior Accounting Officer for all GNWT Departments and the NWT HC pursuant to Section 83 of the FAA, requiring the exercise of expenditure control under Section 90(1) (b) of the FAA.
3. Lead the Financial and Employee Shared Services Division ensuring that approved objectives and budgets are met in an effective manner by balancing the provision of services to client departments and the performance and development of Division staff.

4. Provides strategic advice to the Comptroller General and DM's of Shared Services Steering Committee on shared service operations , customer satisfaction, continuous improvement, communications, employee engagement, performance and development.
5. Implement and maintain Service Partnership Agreements with all client departments and the NWT HC.
6. Maintain ongoing substantive communications, including strategic issues management with all stakeholders (e.g. DM of Finance, all of the DM's on the Shared Services Steering Committee, Comptroller General and Legislative Assembly (Training Ministerial Staff on FAM policies and procedures).

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands:

There can be time demands, sometimes amid competing priorities. Occasional travel to regional offices is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Significant knowledge of the ERP systems is required
- Strong communication skills, both oral and written
- Strong organizational change skills
- Ability to work with staff and clients in an effective and tactful manner
- Ability to effectively plan and manage a departmental budget, as well as interpreting financial statements and reports
- Ability to train both financial and non-financial staff

Typically, the above qualifications would be attained by:

A combination of formal education and experience, such as an accredited accounting designation (i.e., CPA); extensive experience working in a large scale automated financial environment, preferably in a government setting, for a minimum of 7 years, including a minimum of 4 years of supervisory experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

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

French language (check one)

- ☐ French required
- ☐ French preferred
- X French not required