Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Finance	Manager, Operations	
Position Number(s)	**Community**	**Division/Region(s)**
15-692	Fort Smith	Financial and Employee Shared Services

PURPOSE OF THE POSITION

The Manager, Operations (Manager) oversees the inputting of appropriate data to the GNWT Enterprise Resource Planning (ERP) systems, as well as ensuring the appropriate payments to vendors and employees with respect to accounts payable to authorized vendors, and payroll/employee benefits administration.

SCOPE

The Manager, Operations reports to the Assistant Director, and manages the transactional processing activities (accounts payable, accounts receivable, general journal entries, as well as employee information for compensation and benefits) entered into the GNWT ERP System, in Yellowknife, within their designated authorized limits under the appropriate legislation, regulations, agreements, policies, departmental business procedures and Generally Accepted Accounting Principles (GAAP) for the GNWT, NWTHC, Boards, Agencies and Authorities.

GNWT Financial and Employee Shared Services (F&ESS) is responsible for providing a range of employee and financial services for all GNWT Departments, NWT Housing Corporation, boards, agencies, authorities and includes operational offices in Yellowknife, Fort Smith, Hay River, Fort Simpson, Norman Wells and Inuvik. Under the Financial and Employee Shared Services model, these responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands.

The Manager is responsible for participating in ensuring proper systems, processes and internal controls are in place to manage and report on expenditures, revenues and accounts; supervising staff, and ensuring payroll, benefits and financial transaction processing for all GNWT departments, the NWTHC, and where applicable, the boards, agencies and authorities.

The position is responsible for liaising with client Departments to ensure the timely provision of accurate and relevant financial information to assist in the preparation of Business Plans, Main Estimates and variance reporting. The position also ensures accurate processing of payroll information and various components of benefits administration for GNWT employees in various employment groups.

The Manager, Operations is a representative of the department with full accounting authority for all GNWT departments and the NWTHC and must establish and maintain a close working relationship with client departments and other stakeholders. The position applies Federal and GNWT legislation, regulations, agreements, policies and procedures to payroll, benefits and financial transactions. The position assists the Assistant Director in the monitoring, evaluation and continuous improvement of financial transaction processing with regards to performance metrics and Service Partnership Agreements with the client departments.

RESPONSIBILITIES

1. **Manages financial transaction processing for Accounts Payable/Accounts Receivable, vendor and customer maintenance and the GL transaction for all client departments.**
   - Ensures the GNWT is in compliance with federal and territorial legislation, regulations, policies, agreements and departmental procedures;
   - Ensures that processing takes place in a timely way according to the specific Service Performance Agreements with client departments.
   - Monitors and verifies financial signing authorities for client departments to ensure accuracy and consistency

2. **Manages information processing for employee payroll and benefits administration, for all relevant employee groups in all client departments.**
   - Oversees onboarding/offboarding and other applied benefits documents to ensure accuracy and adherence to business processes, federal and territorial government policies, employment agreements and financial regulations
   - Manages all related transactions and adjustments to ensure they are in compliance with Federal and GNWT statues, regulations, employment agreements, policies and procedures
   - Actively monitors the identification and distribution of priorities for processing transactions to ensure employee records are maintained in a timely and accurate manner
   - Ensures that required employee data is captured and forwarded to pension and insurance providers in a timely manner.

3. **As directed by the Assistant Director, ensures appropriate processes and internal controls are established and applied, in order to manage and report on expenditures, revenues and other accounts.**
   - Implements internal controls and processes strategies as outlined by Assistant Director, for day-to-day operations;

- Reviews and resolves issues that have been elevated internally within the Financial and Employee Shared Services Centre
- Discusses ongoing financial transaction processing with client departments to facilitate continuous improvement strategies;
- Makes recommendations for improvements to Assistant Director based on capacity of the unit, and implements as directed.
- Directs, implements and coaches staff on business processes and operating guidelines

4. **Provides ongoing observations and makes recommendations to the Assistant Director with regard to onboarding and off boarding processes, and the maintenance of the employee payroll and benefit entitlements.**
   - Ensures accuracy and compliance with federal and territorial legislation, regulations, policies, employment agreements and departmental procedures in the application of data entry, payroll and benefits administration
   - Provides information and/or prepares drafts of briefing notes for the Assistant Director, as required.

5. **Manages financial staff to ensure an effective collaborative and efficient team.**
   - Oversees the orientation of employees to the workplace including processes and procedures and the GNWT ERP system
   - Works with the Assistant Director and staff to establish and monitor work objectives
   - Coaches and motivates staff to continually maximize team performance with a continuous improvement philosophy
   - Actively manages the distribution of duties and responsibilities to ensure the workplace runs efficiently and effectively
   - Creates cross-training and professional development opportunities for staff
   - Actively collaborates with the Financial and Employee Financial and Employee Shared Services Management Team to ensure consistency in all Financial Shared Service Centres

WORKING CONDITIONS:

Physical Demands:

No unusual demands.

Environmental Conditions:

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The position requires is subject to frequent changes in priorities, competing demands and tight deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Enterprise Resource Planning systems and financial compliance processes.
- Working knowledge of generally accepted accounting principles in respect to financial transactions.
- Ability to interpret the Acts, Manuals and other relevant Statutes, agreements, regulations, policies and procedures
- Good communication and interpersonal skills for dealing with clients, vendors and employees
- Experience in the use of software applications such as MS Word, Excel, and computerized accounting systems
- Ability to interpret financial statements and reports
- Ability to organize time effectively and meet deadlines
- Ability to respond effectively to changing priorities and deadlines

Typically, the above qualifications would be attained by:

The completion of a relevant undergraduate degree, with 5 years relevant experience in a service-centered transactional environment, including 3 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