



IDENTIFICATION

Department	Position Title	
Infrastructure	Finance Revenue Officer	
Position Number(s)	Community	Division/Region(s)
33-0127	Hay River	South Slave

PURPOSE OF THE POSITION

Reporting to the Regional Manager, Finance and Administration this position administers the accounting and revenue collection functions for Deh Cho Bridge tolling fees, Road Licensing permit fees and third party funding agreements.

This position also provides finance and administrative clerical support to facilitate the delivery of the Regions Highways, Airports, Road Licensing/Safety and Corporate programs in accordance with Government of the Northwest Territories / Financial Administration Manual (GNWT/FAM) acts and policies and external organizations such as the Region's Financial Shared Service Centre (FSSC).

SCOPE

Located in Hay River, the Regional Finance Revenue Officer ensures all related accounting and revenue collection functions for Deh Cho Bridge tolling, Road Licensing permits and (vote 4/5) third party funding agreements are completed in a timely and accurate manner. Revenues collected and amounts invoiced are in excess of \$6.0 million annually

The Regional Finance Revenue Officer is also a key contributor to the business and financial success of the Regions various O&M (Operation and Maintenance) programs. To achieve this, the position provides various clerical duties and exercises expenditure and authority for amounts up to \$20,000 for the procurement of Goods and Services.

RESPONSIBILITIES

1. Oversee the accounting and revenue collection functions of Deh Cho Bridge Tolling and Road Licensing Permit Fees.

- Prepare and maintain carrier online accounts, ensuring compliance and understanding of the self-remitting process is effectively communicated to commercial carriers.
- Manage commercial carrier self-reporting reconciliation process with the assistance of the HTO's and ensuring revenue is booked in a timely manner.
- Collect data and create invoices relating to charged toll crossings, fuel tax remittance, and registration permitting.
- Collect and maintain a record of all payment received and prepare deposits.
- Address issues, both current and outstanding, resulting from tolling billings and receivables to resolve and/or make recommendation to management relating to such.
- Review carrier payments and crossing reports into their tolling accounts on a regular basis to ensure accuracy and timeliness.
- Monitor, report, and resolve outstanding accounts and perform initial collection attempts where necessary.
- Monitor variances between expected and collected revenue streams and extrapolate expected revenue collections.
- Develop and maintain relationships with carriers in order to support and resolve revenue collection and tolling account problems.
- Assisting with maintaining, developing, and implementing best practices.
- Assists the Finance Officer and Manager, Finance and Administration, with preparing Finance Department submissions for revenue forecasting and budget approval.
- Prepare various financial analyses, including:
 - Monthly revenue analysis and reporting;
 - Detailed analysis of revenue;
 - Budget vs. actual analysis with identification of areas of concern;
 - Exception reporting and analysis;
 - Coordinating and reviewing forecasts;
 - Preparing monthly financial and statistical reports using charts and graphs to increase efficiency in financial forecasting and reporting when requested.

2. Oversee the accounting and revenue collection functions for Vote4/5 Third Party Agreements with Wood Buffalo National Park, Alberta Government and others.

- Prepares chargebacks and year-end financial statements for Third Party Funded Programs with assistance of Senior Finance Officer;
- Ensure all financial reporting specific to Third Party Agreement funding received is accurate, complete, and available to program coordinators and to the third party involved.
- Recommend to management; processes, practices, and issues requiring management attention as they pertain to Third Party Agreements for the region.

- Support preparation of monthly and quarterly reporting packages for management including; analytical commentary explaining material changes in period over period results and variances to forecasts.
- Provide regular, timely analysis, and trends for discrepancies from budgets; investigate and resolves issues and discrepancies noted.

3. Provide ongoing Administrative and SAM Financial System and processes support for the Region.

- Confirms and clarifies, as needed, information contained on vendor invoices.
- Prioritizes invoices according to their payment terms and facilitates prompt payment to avoid interest charges.
- Prepares financial documents for payment ensuring that the correct coding and spending authority has been applied.
- Prepares journal vouchers to correct coding, data entry errors, and year-end accruals.
- Create journal vouchers for charge backs of stock and services from Central Repair and Webworks program
- Respond to vendors about account inquiries.
- Establishes and maintains vendor accounts for the South Slave Region; verifying related account statements and discrepancies.
- Supports the administration of Region's Corporate Purchase Credit Card (VISA) and the Travel Credit Card (Diner's/EnRoute/ARI) accounts in conjunction with the Financial Shared Services Centre (FSSC).
- Establishes and maintains up-to-date financial files for accounts payable.
- Processes payments received from the weigh scale by preparing general receipts, transmittal advices and bank deposits with the appropriate coding.
- Provide analytical support through data collection and analysis to support business decision making.
- Manage revenue data with the ability to data mine and translate financial data effectively.
- Provide solutions for issues brought forward by carriers regarding the whole revenue tolling process.
- Communicate with other regional staff as required when information is requested, problems arise, and for training purposes.
- Assist in ensuring the flow of timely and quality documentation to/from the FSSC.

4. Perform other administrative or financial duties.

- Provides support to Finance Officer for various contract administrating, accounting, and reporting functions related to SAM financial system, as needed.
- Provide background research or information for Regional submissions, briefings, contracts, and reports. Ensures that all contract administrative and financial terms are adhered to and proper commitment and spending are respected.
- Updates the Ferry/Highway information phone line and website to provide the travelling public with road conditions and information.
- Other administrative duties as required

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Frequently it is necessary to set and change priorities when one or more individuals require assistance or services. Demands for thoroughness and accuracy in work, often under strict deadlines can cause stress.

Job holder will concentrate and give attention to detail while performing and checking work, up to 4 hours per day, and will experience varying workflow with overlapping time deadlines and priorities. Incumbent will deal with staff of varying temperament and knowledge levels.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- GNWT FAM Policies and Directives
- Financial planning, budgeting development and analysis
- Financial administration procedures and principles.
- Financial accounting computer systems and database concepts
- Organizational framework of government

Skills:

- Accounting, mathematical, and analytical skills in order to interpret and apply accounting concepts, financial terms of funding agreements
- Customer service and interpersonal skills for dealing with carriers and other staff
- Demonstrate a high degree of proficiency in using various computer software packages particularly spreadsheet, database, word processing and accounting applications.
- Effective verbal and written communication skills within a team environment.
- Clear independent/creative thinking with the ability to communicate these ideas effectively through verbal, written, and financial analysis.

Abilities:

- Work independently with minimal supervision.
- Work under pressure and meet deadlines.

- Develop and prepare accurate financial analysis within critical timelines.
- Use a systematic approach to solving problems independently.

Typically, the above qualifications would be attained by:

This knowledge base is normally acquired through completion of the 2nd level of a recognized accounting program (CA, CGA or CMA) or equivalent post-secondary education in accounting and/or financial management and five (5) years related experience.

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 applies)

- 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: Choose a language

- Required
- Preferred