



IDENTIFICATION

Department	Position Title	
Infrastructure	Financial Operations Specialist	
Position Number	Community	Division/Region
33-0338	Yellowknife	Corporate Services

PURPOSE OF THE POSITION

The Financial Operations Specialist is responsible for the development and implementation of financial and administrative business process improvements and operations associated with revenue generation and expenditure controls within the aviation industry practices, airports and programs for the system of 27 public airports.

SCOPE

The Financial Operations Specialist (Specialist) is located in Yellowknife and reports to the Manager, Financial Operations. The position operates within mandatory relational agreements with Government of Canada agents, such as NAV Canada, Department of National Defense and the Canadian Air Transport Security Authority (CATSA), and performs its role in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies and procedures.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT (Northwest Territories), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The Financial Operations Specialist develops and implements financial systems and business processes to ensure consistency of financial operations across the Northwest Territories (NWT) system of 27 airports, and supports regions and site operations by providing advice and assistance to Airport Managers and regional office staff on relevant operational policies, systems and procedures with respect to the Airports programs revenues, expenditures and third party funding.

The Specialist supports the planning, development and administration of approximately \$800 million in air infrastructure, provides operational and administrative support for the expenditure of: approximately \$6 million in annual operations and maintenance (O & M) budget, \$5 million in capital budget, \$6 million in annual revenue generation and collection, and for third party funding such as provided through the Airport Capital Assistance Program (ACAP). The revenues generated are specific to the Airports program, which is operated in a commercial environment. This position verifies that the operational framework is in place for a system of rates and fees in accordance with industry practices, the strategic direction of government and the plans of the Department.

The position supports the drafting of financial proposals, directives and Financial Management Board (FMB) submissions. It coordinates the budgetary, accounting, systems and administration processes, coordinates divisional records management procedures, maintains a Divisional Library and provides analysis, projections and strategic advice on the financial operations of the Division. The Specialist is accountable for contributing content for the department's business plan and related submissions, and collaborates with other division staff to ensure integration of the division's plans into larger departmental plans.

The Specialist ensures compliance with the *Financial Administration Act* and other relevant acts, regulations and policies, including contracts administration, records management, and information systems management. Additionally, this position develops and implements audit programs to ensure effective application and operation of the financial components of the *NWT Airports Act*, the Commissioner's Airport Land Regulations, and directives and procedures related to rates and fees.

The Specialist will liaise with the Government of Canada (CATSA, PWGSC, and Transport Canada) and clients (NAV Canada, tenants). The Specialist (Air) contributes to responses to requests from the Department of Finance, the GNWT Internal Audit Bureau and the Office of the Auditor General. The Specialist (Air) must be able to explain the Airport program's responsibilities, mandates, issues and requirements to internal and external interests.

RESPONSIBILITIES

1. Supports financial planning and budgetary exercises, and makes recommendations to the Manager, Financial Operations in the area of budget development processes for 27 airports.

- Provides ongoing financial analysis and advice to corporate and regional staff to ensure budgetary control.
- Assist program managers in the development of financial operations processes
- Provides information on financial, business and corporate issues to aid in planning and directing divisional goals, budgets, objectives and programs.
- Coordinates the development of divisional briefing materials regarding the division's budgets and supplementary appropriations.
- Contributes to the annual main estimates development process, and administers cash flow adjustments as required throughout the year.
- Reviews financial accounts regularly for adherence to budgets.
- Coordinates budget reallocations and spending adjustments for the airports and the establishment of airport budgets and cash flows for 3rd party funding.
- Contributes to the development of FMB submissions.
- Develops and delivers training modules on financial procedures and systems.
- Informs and assists headquarters and regional airport staff related to rates, fees, airports business practices budgets, coding, FMB submissions, and contracting.

2. NWT Airport Commercial Business Framework: responsible for the effective planning and procedural framework and consistent application for the airports systems of rates and fees.

- Provides the development and administration of the program's rates and fees across the NWT system of 27 airports.
- Evaluates external factors such as the economic and political environment for their impact on Airports commercial programs.
- Drafts financial and administrative directives and procedures in support of Airports programs in conjunction with Director, program managers and Corporate Services headquarters.
- Manages a computerized billing system for all airport general terminal fees, aircraft landing and aircraft parking fees at NWT airports.
- Monitors and reconciles statements and corrects anomalies.
- Coordinates and often delivers training to staff to operate this system effectively.
- Works with NAV Canada on the content of the NAV Canada Aircraft Movements System (NCAMS), the source data for the billing system.
- Maintains good working relationships with air carriers, airport managers and regional staff, NAV Canada, contractors and vendors.
- Develops and implements audit programs to ensure effective application and operation of the financial components of the NWT Airports Act, the Commissioner's Airport Land Regulations, and directives and procedures related to the airport's rates and fees.
- Participates in the financial compliance program to ensure department-wide compliance with established GNWT and Departmental financial policies and practices.

- Works collaboratively with Commercial Development Officers and regional employee(s) assigned to this function.
- Supports the Commercial Development computerized system for managing leases, licenses and agreements.

3. Accounts: responsible for accounts payable and receivable in accordance with government legislation, policy, directives and contract conditions.

- In consultation with program managers, establishes the chart of accounts to meet the legislative, executive and management accounting and reporting requirement.
- Performs financial services including payments, contracts, standing offer agreements.
- Performs the financial and administration aspects involved in the collection and administration of over \$6 million in revenue annually.
- Provides operational financial advice and services supporting the commercial development activities as well as the on-going negotiations associated a range of cost recovery arrangements with the private sector and other interests. These revenues represent significant general revenue/recoveries.
- Reports on financial operations of 70 capital and O&M projects annually.
- Participates in the year-end closing of accounts.
- Reports on effective financial management of 3rd party funded projects in line with contract obligations.
- Provides regular monitoring of all applicable contracts and standing offer agreements.
- Ensures smooth flow of financial operation documentation between the department and Financial and Employee Shared Services (FESS).
- Oversees/monitors the input of purchase orders and change orders into the System for Accountability and Management (SAM), GNWT's financial system.
- Oversees the review of payment document coding for accuracy and completeness with Senior Analysts and staff before these documents are forwarded back to FESS for data entry in SAM.
- Prepares journal entry requests to correct items that may have been miscoded.
- Oversees and delivers on-going training and orientation of Divisional staff on the Division's residual responsibilities in supporting the financial processing requirements of the FESSC (e.g. proper use of expenditure and revenue coding, how to properly fill out and approve data entry documents, etc.).
- Oversees, the Division's review of monthly telecommunications charges and administration.
- Supports liaison and communications with FESS as required.
- Ensures monthly telecommunications charges are reviewed and approved by appropriate authorizations,

4. Reporting and document support: responsible for financial reports, briefing documents; support for budgets, and FMB submissions.

- Provides a repository of financial reports, briefing documents and budget exercise outputs to enable historical analysis and reference for future financial planning for community airports.
- Prepares briefing materials, submissions and reports as required.
- Manages the application, use and reporting of financial information with respect to airports.
- Oversees, monitors and reports on financial aspects of capital recovery projects.
- Contributes to accounting reviews including the Auditor General, GNWT Audit Bureau, Federal ACAP, CATSA and Nav Canada.

5. Systems Management: responsible for the effective planning and operation of the Information Systems (IS) of the Airports Division.

- Advises and collaborates with the Information System (IS) roles of the department regarding information system issues (i.e. bugs, etc.) for resolution.
- Reviews data quality through the use of pre-programmed data quality reports developed or coordinated by the department's IS.
- Liaises with IS on long-term system planning needs and support requirements.
- Participates on application client user groups and 'Client Focus Panels' to support with informatics planning and the review of proposed new technologies.
- Participates in analyzing, testing and deployment activities coordinated by IS.
- Coordinates the information requirements of the section of the Department's website pertaining to airports.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in generally accepted accounting principles and concepts and the application of theory and principals related to a broad range of commerce, financial, contracting, administration and management issues;
- Ability to communicate with the public, industry, stakeholders and others on a wide range of theoretical and technical matters and issues both verbally and in writing;
- Ability to analyze and evaluate complex issues, and develop suitable approaches and options for effective operations;
- Ability to develop relationships within the Department and government to facilitate achieving goals and increase the effectiveness of the organization;
- Effective management skills, the ability to work without direct supervision;
- Effective human relations skills ;
- Computer skills to operate a variety of software (word processing, spreadsheets, databases, project management, flow charts, e-mail, internet).

Typically, the above qualifications would be attained by:

Completion of the 4th level of a recognized accounting program (CA / CGA / CPA / CMA), or equivalent post-secondary education in accounting and/or financial management, and four (4) years directly related experience.

ADDITIONAL REQUIREMENTS

Position Security

- 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