



IDENTIFICATION

Department	Position Title	
Infrastructure	Regional Manager, Finance and Administration	
Position Number	Community	Division/Region
33-14966	Norman Wells	Sahtu Region

PURPOSE OF THE POSITION

The Regional Manager, Finance and Administration manages the provision of financial services and general administration for the Region in the areas of financial planning, budgeting & analysis as well as financial document processing to facilitate the delivery of Infrastructure Programs in accordance with *Financial Administration Act (FAA)*, Government of the Northwest Territories applicable acts, regulations, policies, directives and Departmental procedures.

SCOPE

The Regional Manager, Finance and Administration (Manager) is located in Norman Wells and reports to the Regional Superintendent, Sahtu. The position manages the corporate service requirements for the region including headquarter (HQ) divisions operating within the region.

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 position manages the general administration and financial services of the region for annual revenue collected of \$500,000, and operating budget expenditures of \$2.2 million. Revenue is collected from vehicle and driver licensing and permits, airport land leasing, third party service chargeback and contracting for delivery of services and supplies.

The position has responsibility for the implementation of programs that ensure financial compliance with regulations flowing from the *FAA*, the policies, standards and guidelines affecting contract administration, as well as the administration and control of airport lands as stipulated by the Commissioner's Airports Land Regulations. The incumbent keeps headquarters informed of regional activity, and keeps the region informed of directions and procedures originating from headquarters.

This position works closely with the Region's programs/project staff and the Financial and Employee Shared Services Centre (FESSC) in ensuring that required financial documents are provided to the FESSC and Headquarters in a timely and quality manner.

RESPONSIBILITIES

1. Financial Management.

- Lead program managers in the development of Regional program budget scenarios for consideration by the Regional Superintendent. This includes identification of where reductions could occur to meet strategies and budget allocations at a variety of levels.
- Evaluate the financial implications of factors such as inflation, the external environment, Collective Agreement's and government policy on programs and advise regional senior management accordingly.
- Assist Corporate Services in the preparation of cost justification scenarios and submissions for planning documents and/or supplementary appropriations as requested by the Regional Superintendent and Corporate Services HQ.
- Provide regional input to Corporate Services for the development of the main estimates through coordination with the Regional Superintendent and program managers, including Operations and Maintenance (O&M) requirements.
- Provide advice to Corporate Services on the cash flow of regional expenditures.

2. Financial Reporting and Analysis.

- Analyze regional O&M and capital budgets on an ongoing basis and report to the Regional Superintendent and Managers. Provide data and reports to Corporate Services to assist in the preparation of monthly variance and ad hoc reports as and when requested.

- Coordinate, analyze and prepare monthly reconciliation and financial forecasts, monitor expenditures, and analyze spending patterns, reporting trends and exceptions to the Regional Superintendent.
- Develop and ensure project adjustments are completed in conjunction with the supplementary appropriation requests for the Region.
- Provide a repository of financial reports and budget exercise outputs to enable historical analysis and reference for future financial planning.
- Manage contract administration processes within the Region.
- Analyze and present financial data or reports for specific business decision-making purposes.
- Provide regional managers with financial reports and ensure they are trained in the use of these report researches.
- Assist the Manager, Financial Operations, in the development and delivery of finance and administration training for regional financial and non-financial staff as required.
- Exercise spending and contract initiation authority up to \$100,000.

3. Public Accounts & Reporting.

- Coordinate the year-end closing requirements of the Region's accounts.
- Provide interim and year-end financial statements and information / schedules required by Corporate Services for the preparation of the Public Accounts.
- Assist Corporate Services with requests for information from the Office of the Auditor General and the Internal Audit Bureau.

4. Financial Operations.

- Ensure that accounts payable processes initiated in the region are managed in accordance with government legislation policy, directives and contract conditions.
- Process the region's financial signing authorities' documents and submit to Corporate Services for review and authorization.
- Ensure regional revenues are accounted for, collected on time and in accordance with government legislation, policy directives and procedures.
- Manage the region's administrative framework for work administered through 3rd party Agreements to ensure accounting is provided in accordance with the terms of the contract/agreement; that revenues are collected and the projects are reconciled for year-end accounting.
- Manage the day-to-day financial operations of the region including taxable payments, duty travel, commitment accounting and imprest account.
- Develop and maintain internal processes and systems for day-to-day management of the region's payable and revenue processes.
- Act as the primary regional card coordinator for GNWT corporate purchasing cards used for the purchase of goods and services, travel expenses, and gasoline, etc.
- Prepare a report of the monthly utility reconciliation delivered to HQ in a timely manner.
- Liaise with the Departmental Telecommunications Coordinator for the region's telecommunications administration requirements.

- Ensure regional vehicles are properly licensed and registered.
- Ensure the smooth flow of documentation to/from the FESSC and Headquarters.
- Oversee/monitor the input of PO's and change orders into the government's financial system SAM (System for Accountability and Management).
- Prepare journal entry requests to correct items that may have been miscoded in SAM.
- Support with bank deposits and receipt entries as required.
- Support on-going training and orientation of regional staff on the region'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.).
- Provide SAM reporting as required.
- Act as the Department's regional contact with the FESSC. Respond to or redirect queries from FESSC, coordinate the review of payment document coding for accuracy and completeness with regional managers and staff before these documents are forwarded back to the FESSC for data entry in SAM, etc.

5. Road Licensing and Safety.

- Manages the daily operation of Road Licensing and providing training, advice and support to the issuing staff; develops and adheres to standards and procedures related to program delivery and ensures that they are followed.
- Tracks data input error rates (rejections), client flow and service issues and assists in the development of new systems/procedures to reduce input errors, improve service and processing times.
- Reviews documents found to be questionable as per the fraudulent document review procedures, and provides a decision as to the acceptability of documents in order to provide the decision with regard to acceptance of the document for issuing purposes.
- Ensures the collection of revenues are in accordance with the *Financial Administration Act*, assists with the monthly reconciliation of Motor Vehicles revenues with the GNWT financial system and accounts, and analyses results against regional budgets and cash flows to ensure regional targets are met.
- Maintains compliance with the *Access to Information and Protection of Privacy Act*, (ATIPP) regarding client confidentiality.
- Assists with the provision of driver examination duties by administering theoretical knowledge tests as required.
- Assists with Road Licensing and Safety duties when necessary by issuing driver's licenses, GICs (General Identification Card), vehicle registrations and license plates, driver's abstracts, administering tests, doing weekly cash outs & monthly inventory reporting.

6. Records Management and ATIPP.

- Coordinate the management of Divisional records to ensure records are maintained consistent with procedures.
- Coordinate the proper storage, identification and labeling of records, appropriate disposal practices are followed.

- Provide advice to implement and maintain Divisional ORCS/ARCS (Operational and Administrative Records Classification Systems) to territorial standards.
- Work with the Department's Records Coordinator and Corporate Information Management division, to facilitate access to records stored in the region.

7. Manage the unit's human resources administrative functions in accordance with employment agreements, and perform general administration as required.

- Lead, coach and mentor direct report employees.
- Participate in staffing, supervising and developing the incumbents of reporting positions.
- Support the Region's reception duties, including answering inquiries and assisting the general public.
- Update the Ferry/Highway information message machine ensuring that changes are provided in a timely manner.
- Maintain the department website in reference to road updates/closures, ferry updates/closures and general alerts to the public.

WORKING CONDITIONS

Physical Demands

Physical effort is generally experienced when dealing with inventories, records, or equipment.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Emergency situations must be resolved quickly, such as a system malfunction or a failure in communications networks within the finance, airports, highways or motor vehicles programs.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of theory and principals related to a broad range of financial, contracting, administration and management issue.
- Knowledge of public service financial procedures related both to expenditures and the collection of revenues.
- Ability to communicate with the public, industry, stakeholders and others on a wide range of theoretical and technical matters and issues.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for effective delivery of various program elements.

- Ability to coach and build capacity in others as well as developing relationships within the department and government to facilitate achieving goals and to increase the effectiveness of the organization.
- Effective human relations and motivational skills to deal with day-to-day staff issues as well as the interests of stakeholders within and outside of the department.
- Ability to read, comprehend, and apply complex directives and standards.
- Ability to work with minimal supervision.

Typically, the above qualifications would be attained by:

- Completion of the 4th level of professional accounting designation (CA, CGA, CMA); OR
- Completion of a university degree in Business Management (accounting major) and five (5) years of 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