



IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Financial Analyst	
Position Number	Community	Division/Region
33-2820	Yellowknife	Corporate Services/HQ

PURPOSE OF THE POSITION

The Senior Financial Analyst is responsible for technical, financial management support and analysis for the Department in accordance with Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB), the Government of the Northwest Territories *Financial Administration Act* (FAA), the Financial Administration Manual (FAM) and Departmental policies and procedures. This position is also responsible for maintaining and reporting on tangible capital assets and monitoring compliance with governing authorities.

SCOPE

Located in Yellowknife, the Senior Financial Analyst reports to the Manager, Financial Planning, and is part of a team of financial specialists that provide financial and budgetary planning and analysis support to the Department.

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.

This position is responsible for the department's accounting for the Tangible Capital Asset (TCA) process ensuring assets are put into service and removed from service in a timely manner.

The Senior Financial Analyst provides advice and guidance to senior managers within the Department as well as providing regional support.

RESPONSIBILITIES

1. Provides various technical financial analyses to support the Department in making sound business decisions.

- Analyzes the department's financial position, identifies critical issues and advises the Manager, Financial Planning.
- Analyzes variance and forecast reports and conducts follow-up with program managers and Regional areas.
- Analyzes various chargeback agreements and makes accounting recommendations
- Creates and provides financial and management reports as required internal to the department and external within Government.
- Assists in the preparation of briefing materials for the Deputy Minister and Minister as required.
- Prepares Financial Management Board (FMB) Submissions when required.
- Reviews and provides financial advice on departmental FMB Submissions.
- Designs, prepares and evaluates various financial/management reports in consultation with division management; ensures the production of reports is scheduled and reviewed with divisional staff on a timely basis. Updates report formats and output as operational staff requirements change.

2. Applies technical expertise in the preparation and reconciliation of the Tangible Capital Asset (TCA) financial information.

- Maintains and reconciles continuity schedules for Work in Progress, capital assets additions and disposals and Deferred Capital Contributions and prepares entries for year end.
- Calculates amortization expense, work in progress, capital asset additions and disposals and Deferred Capital Contributions for the Departmental and Activity Summaries of the Capital Main Estimates.
- Prepares briefing materials for the Capital Main Estimates.
- Prepares FMB Submissions related to tangible capital assets and amortization expense.
- Maintains Departmental records in the TCA software system.

3. Manages the financial accounting of the department's TCA process:

- Ensures the integrity of accounting and asset tracking information in SAM (System for Accountability and Management), GNWT's financial accounting system;
- Stays abreast of PSAB and CPA Canada criteria and directives as they relate to TCAs;
- Provide financial interpretations and advice to the department on TCA treatment and methodology;
- Provides TCA training to departmental staff as required;
- Monitors the amortization and work-in-progress control account and making appropriate entries and adjustments to the TCA account;
- Reviews the adjusted net book value of each departmental asset;
- Ensures assets are put in service and removed from service in a timely manner;
- Ensures assets are properly amortized and periodic and accumulated amortization costs and entries are recorded accurately;
- Develops TCA and Amortization Schedules for the Public Accounts and Main Estimates;
- Assists in the preparation of FMB Submissions that have TCA accounting implications.

4. Provide technical financial support to assist in the delivery of departmental programs.

- Establishes and reviews financial procedures required for the programs.
- Manages the administrative framework for all Fund 3 projects (work performed on behalf of others) to ensure that financial reports are provided timely in accordance with the terms of the agreement. Ensure that revenues are collected and projects are reconciled for year-end reporting.
- Prepares financial statements for reporting purposes related to work performed on behalf of other.
- Provides financial advice to managers, i.e., preparation of contribution agreements.

5. Conducts compliance reviews and provides an objective assessment for Senior Management.

- Analyzes expenditures and assesses the major risks to determine areas of emphasis.
- Is at arm's length from processes to be reviewed.
- Develops plans and detailed procedures to ensure the department is in compliance with governing authorities i.e., FAA, FAM and accounting standards as provided by PSAB.
- Conducts testing (e.g., develops evidence, analyzes and evaluates findings, verifies conclusions) and gathers additional compliance data through file reviews, interviews with program delivery staff in headquarters and regional offices and through review of other documentation.
- Communicates any findings, conclusions and recommendations to program managers to ensure results are understood and accepted and to resolve any disputes.
- Analyzes the data gathered to identify specific areas of non-compliance.
- Prepares timely, comprehensive compliance assessment reports, including results, observations and recommendations on improvements to processes and procedures, for review by the senior management.
- Follows up on agreed action items to improve compliance on a regular basis.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles (GAAP);
- Knowledge of accounting for tangible capital assets;
- Knowledge of financial planning and budget development;
- Proficiency in the use of computers, spreadsheets and in managing large databases and linages among various large databases;
- Excellent problem solving, analytical and evaluation skills;
- Excellent interpersonal skills;
- Excellent communications skills, both written and oral;
- Ability to work to deadlines with changing priorities;
- Excellent time management skills;
- Ability to prepare and run system generated reports;
- Ability to prepare, interpret and explain financial statements and reports;
- Ability to understand and assess financial policy documents.

Typically, the above qualifications would be attained by:

The completion of a relevant degree, or the completion of the 4th level of a recognized professional accounting program, as well as 3 years of 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 applicable)

- 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