



## **IDENTIFICATION**

Department	Position Title	
Infrastructure	Highway Finance & Administrative Coordinator	
Position Number	Community	Division/Region(s)
33-9061	Hay River	Highways/South Slave

## **PURPOSE OF THE POSITION**

This position is responsible for providing general administrative, clerical, financial accounting and data entry support to the South Slave regional highways division, maintenance camps and other regional staff. Position ensures that administrative, clerical, financial accounting and data entry duties are performed in a timely, accurate, efficient and orderly manner in accordance with the Government of the Northwest Territories (GNWT) and Departmental policies and procedures.

## **SCOPE**

Reporting to the Regional Manager, Highway Operations, the Highway Finance & Administrative Coordinator performs a key role in providing financial and administrative support in the areas of planning, delivery and analysis of the Region's Highways Operations and Maintenance (O&M) budget and accounting for Third Party Funding Agreements.

The incumbent will also be responsible for ensuring that high level of support is available to the Regions Highway Maintenance camps for all financial and clerical requirements and Electronic Maintenance System (EMS) WebWork data entry.

## **RESPONSIBILITIES**

### **1. Provides administrative and financial support to the Highways Maintenance Division, maintenance camp and other regional staff.**

- Reviews submitted maintenance camp DAG reports and completed contractor work orders, checking for discrepancies and ensuring accuracy before entering into EMS (WebWorks).

- Assists maintenance camp, repair shop and warehouse staff in the collection of equipment maintenance management information for entry into EMS.
- Prepares camp material inventory and daily maintenance activity reports for input into computerized management system.
- Compiles financial documents, including contract work order and payment requests, ensuring that all relevant documentation is enclosed, checking and verifying appropriate financial coding and signing authorities.
- Review regional highways division Visa expenditure statements, insuring all relevant documentation is enclosed and verifying appropriate financial coding prior to data entry into SAM (System for Accountability and Management) and forwarding copies to FSS (Financial Shared Services).

**2. Assists in the accounting and revenue collection functions for Vote 4/5 Third Party Agreements with Wood Buffalo National Park, Alberta Government and others.**

- Administers the collection and data entry of Daily Activity Cards (DACs) from the highway maintenance camp into the Maintenance Management System (MMS).
- Prepares chargebacks and year-end financial statements for Third Party Funded Programs with assistance of Finance Officer.
- Ensures all financial reporting specific to Third Party Agreement funding received is accurate, complete, and available to department finance group and the third party involved for applicable chargebacks.
- Recommends to management processes, practices, and issues requiring management attention as they pertain to Third Party Agreements for the region.
- Supports preparation of monthly and quarterly reporting packages for management including analytical commentary explaining material changes in period over period results and variances to forecasts.
- Provides regular, timely analysis and trends for discrepancies from budgets; investigates and resolves issues and discrepancies noted.

**3. Provides ongoing administrative and financial system support for the Regional Highway Maintenance Division.**

- Confirms and clarifies information contained on vendor and contractor 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.
- Creates journal vouchers for charge backs of stock and services from Central Repair and WebWorks program
- Supports administration of Region's corporate purchase credit card (Visa) and travel credit card (Diner's/EnRoute/ARI) accounts in conjunction with FSS.
- Establishes and maintains up-to-date financial files for accounts payable.
- Provides analytical support through data collection and analysis to support business decision making; manages revenue data with the ability to data mine and translate financial data effectively.

- Communicates with other regional staff as required when information is requested, as problems arise, and for training purposes.
- Assists in ensuring the flow of timely and quality documentation to/from FSS.

#### **4. Performs other administrative or financial duties.**

- Provides support to region finance and administrative group for various contract administrating, accounting, and reporting functions related to SAM financial system.
- When requested, provides 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.

Other daily mental demands are:

- Concentration and attention to detail while performing and checking work; 3-4 hours.
- Dealing with staff of varying temperaments and knowledge levels; 1-2 hours.
- Varying workflow, overlapping time deadlines and priorities; 2-3 hours.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Standardized office and administrative procedures;
- Financial planning, budget development and analysis;
- Financial administration procedures;
- Financial accounting computer systems and database concepts;
- Organizational framework of government.
- Proven organizational and time management skills;

- Good accounting and analytical skills in order to interpret and apply accounting concepts, financial terms of funding agreements and compose historical trend analysis;
- 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.
- Communicate well with staff and provide support in a clear and concise manner;
- Work in a multi-task environment, organizing time effectively to meet deadlines;
- Work as a team member on projects for the Region;
- Deal tactfully with people of varying temperaments and cultures as the nature of the job is such that there is frequent contact with many individuals both within and outside the Government.

**Typically, the above qualifications would be attained by:**

Completion of high school diploma and post-secondary education in accounting and/or financial management program.

The ability to apply this knowledge is typically gained through 3-5 years of varied accounting/budgeting experience in a computerized environment or an equivalent combination of education and 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