



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Finance Officer	
Position Number	Community	Division/Region
71-3196	Yellowknife	Finance and Capital Planning

## PURPOSE OF THE POSITION

The Financial Officer is highly involved in the financial management and operations of the Department of Education, Culture and Employment. The incumbent is responsible to ensure adequate information is available for resource allocation decisions and oversees the implementation, maintenance, operation and improvement of the general accounting systems.

Regular communication is required with the Department of Finance, within externally established deadlines and in accordance with the GNWT annual budget cycle and Financial Administration Act (FAA). The incumbent also exercises control over allotments, commitments, expenditures and revenue for the Department.

## SCOPE

The Department of Education, Culture and Employment is the largest employing department and is responsible for about one quarter of the GNWT's total budget. The department is organized into two program branches: Education and Culture, and Labour and Income Security Branch. The department has a complex administrative structure composed of a college system, eight Education Councils/ District Authorities, five regional offices, and a headquarters component.

Located in Yellowknife, the Finance Officer is part of a team of financial and administrative specialists that provide financial, accounting and program support to various divisions. In addition, this position provides support to ensure the Department's senior management will have timely, relevant and accurate information for managing budgets and exercising spending authority.

The Financial Officer reports to the Comptroller, Financial Operations and Management.

The incumbent also works closely with the Department of Finance, Public Works and Services and other finance and program staff in headquarters and the regions.

## DEPARTMENT DIMENSIONS

Staff:	1,600
Financial Systems:	SAM, CMAS
Annual Budget:	\$300 million
Three Year Capital Plan:	\$50 million
Revolving Fund:	\$40 million

## RESPONSIBILITIES

- 1. Exercise payment authority on CMAS transactions and review accounting coding for all expenditure and commitment documents in SAM. Ensure due diligence and compliance with GNWT financial acts, regulations and policies.**

### Main Activities:

- Review and monitor spending authorities for payments against budget/ funding allocations to verify that sufficient funds are available for the specific activity.
- Review financial documents ensuring that required documentation has been submitted with requests, that expenditure has the appropriate coding and spending authority for which the appropriation was established.
- Prepare a list of CMAS approved payments for ECE helpdesk so that this file could be transferred to SAM.
- Address student related issues by; reviewing and verifying student loans applications by looking for back up, e.g.:Enrolment forms, loan agreements, or in case of continuing students checking/matching in SAM with previous allowances, following up with any problems like cancellations, or missing documentation.

- 2. Monitor and review financial documents and forms ensuring appropriate controls are in place.**

### Main Activities:

- Review and approve reconciled financial reports.
- Maintain batch control registers ensuring that financial documents are traceable and processed.
- Ensure processed information agree with source documents.
- Investigate errors and/or omissions and take corrective action.
- Ensure un-processed documents are identified and re-entered.
- Ensure that documents are traceable and secure by overseeing financial reports.
- Receiving requests to return Travel Authorizations (TA) in SAM to employees for deletion.

- Ensure that all TA's are clear in SAM to meet month end deadline dates.
- Receive notifications from FSS of any unapplied TAs.
- Advise of errors, sending back expense reports in SAM for corrective action with comments detailing required action.
- Receiving and approving expense reports.
- Identify any adjustments that need to be made to a paid expense report, providing chartfield information and preparing the signed documentation for FSS.
- Ensure that account payable documents are coded correctly by reviewing vouchers and revising coding if needed prior to submission to FSS.

**3. Monitor, Corporate Card purchases ensuring that transactions are in accordance with the Financial Administration Manual (FAM).**

MainActivities:

- Contact divisions to verify expenditures and assist with regulations governing credit card purchases.
- Advise divisions of errors, omissions and/or non-compliance with FAM.
- Process requests for new cards.
- Cancel credit cards upon termination of employment.
- Resolve problems with accounts and/or cardholder.
- Ensure the that VISA payments are coded correctly and supporting documentation is compiled prior to submission to FSS.

**4. Review monthly reports and documents ensuring that GNWT policies and procedures are met**

Main Activities:

- Review and monitor Travel Advances/Expenses, initiating appropriate action by advising Regional and Headquarters Staff of overdue accounts.
- Ensure proper control exists over commitments and duty travel expenses.
- Review and verify the annual financial information user report and maintain a record of adds, purges and changes for the section.
- Review general ledger transactions and prepare correcting journal entries as required.

**5. Maintain Departmental Petty Cash listing in accordance with the GNWT FAM, Acts, Legislation, regulations, directives, policies, departmental procedures and Generally Accepted Accounting Principles.**

Main Activities:

- Monitor and review Petty Cash listing and reporting for Headquarters and Regional offices.
- Ensure that all personal reimbursement to individuals are processed in a timely

manner and all receipts and cash on hand balance.

- Verify and record original receipts, remit approved claim for reimbursement.
- Verify and reconcile Petty Cash registers and Investigate discrepancies.
- Review and prepare confirmation of Petty Cash funds.

**6. Assist the Comptroller with the preparation of the Department's year-end directives.**

**Main Activities:**

- Review and prepare overdue travel advance schedule.
- Prepare credit card reconciliation.
- Monitor and review old year and new year financial information processing dates and advise affected staff.
- Prepare schedule of all payments not released at year-end.
- Prepare schedule of unrecorded liabilities and financial documents for post closing adjustments.
- Prepare list of old year payments not released as of year-end close.
- Prepare unrecorded liabilities schedule.
- Prepare financial documents for post closing adjustments.
- Confirmation of petty cash funds & standing advances
- Other duties as requested by the Comptroller

**7. Perform other duties as required, such as:**

**Main Activities:**

- Process and approve finance and administration section of Employee Clearance Forms
- Check employee vendor information for outstanding travel advances, accounts receivable, etc.
- Provide Information and analysis on a wide range of research projects.
- Provide assistance to other members of the Finance & Capital Planning Division.
- Assist in the managing procurement activities below \$5,000.
- Assist in the cash drawer processing and activities.
- Assist in the preparation and maintenance of the specimen signatures and SAM access forms.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent communication and interpersonal skills (oral and written).
- A high degree of knowledge of financial and accounting concepts.
- Knowledge of Generally Accepted Accounting Principles is required.
- Experience in financial analysis, budgeting and control.

- A high degree of proficiency in using computer software applications. (particularly spreadsheet, database and statistical applications)
- Knowledge of organizational structures.
- A high degree of adaptability and initiative is essential.
- Ability to organize time effectively and meet deadlines.
- Ability to work with people in an effective, tactful manner.
- Ability to train both financial and non-financial employees.

This position is heavily involved in financial management and operation and the incumbent must be able to understand and interpret financial legislation, regulations, policies and procedures. In addition, the incumbent must be able to critically analyze materials and provide advice to management.

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

These skills are normally acquired through completion of 3rd level of a recognized professional accounting program. (CGA, CMA, CA) as well as 3 years directly related experience.

**WORKING CONDITIONS**

Financial and Capital planning is a highly political and time-sensitive function within the organization. Peak periods during preparation of the year end.

**Physical Demands**

Long periods of computer work is required in order to meet deadlines.

**Environmental Conditions**

Office setting and travel to regional offices

**Sensory Demands**

Must be alert and active to details (either while in meetings or executing work at the desk)

**Mental Demands**

Complex and diverse issues and problems requiring quick response or action are mentally demanding. Overtime is required to meet deadlines.

**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