

IDENTIFICATION

Position Number	Position Title	
82-2196	Finance / Administration Officer	
Department	Division/Region	Location
Justice	Fort Smith	SMCC - Corrections GNWT

PURPOSE OF THE POSITION

Responsible for the provision of financial and administrative support services to the South MacKenzie Correctional Centre.

SCOPE

Capacity: 50 – 100 inmates (may have 30 – 50 away from the centre at any one point)

Direct supervision of 1 staff member with 40 permanent and 15 casual staff

Limited signing authority for government funds (\$30,000)

Salaries: \$1.5 million

O & M: \$.5 million

RESPONSIBILITIES

85% 1. Provides direct support and support through subordinate staff to the Warden and Management of the Corrections facility.

Drafts standing orders required to implement Divisional Directives and Government and Departmental Financial Procedures. (including those specific to trust accounts)

Processes unusual financial documents including finding solutions to problems and in tracing the origins of the problem

Ensures that financial reporting and verification is completed

Prepares summary financial reports for the Warden designed to meet specific needs

Prepares and delivers orientation to new administrative staff.

Coordinates facility HR activities (prepares staff requisitions, Maintains records of performance reports, prepares summary reports for the Warden).

15% 2. Supervises 1 subordinate staff and casual staff in the delivery of support services, canteen, and inmate trust account activities.

Assigns schedules and reviews work in progress

Ensures that subordinate staff are trained, participates in staffing of subordinate positions

KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledge of financial practices

Ability to develop procedures and control implementation

Proven ability to supervise staff

Strong practical understanding of financial practices

Strong problem solving skills

Strong verbal and written skills

Strong interpersonal skills

Proven understanding of corrections policies and procedures

Class 5 drivers license

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

3 – 5 years of progressively more responsible book keeping/financial experience, including 1-2 years of supervisory experience. (This is not a standard, but rather a “typical” way of learning the required knowledge, skills and abilities.)

Years of experience do not necessarily directly correlate to years of learning. Experience is one way of learning. It is possible to have ten years of work experience but not have the equivalent amount of learning. It is not what one does that counts, it is what one learns from what one does that counts.

WORKING CONDITIONS**Physical Demands**

	Frequency	Duration	Intensity
As typically associated with an office environment			

Environmental Conditions

	Frequency	Duration	Intensity
Exposure to communicable diseases	All day	N/a	Low

Sensory Demands

	Frequency	Duration	Intensity
Have to be alert (observing, listening, smelling, hearing) during facility supervision tours	1 x a day	1 hour	High

Mental Demands

	Frequency	Duration	Intensity
Verbal abuse (irate staff, inmates, inmate's family members)	10 x a month	5 minutes	High
Physical confrontations (as a threat)	all day	n/a	Low
Work in secure custody	all day	n/a	Low

CERTIFICATION

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date	Date
I certify that I have read and understand the	I certify that this job description is an accurate description of the responsibilities assigned to the