



IDENTIFICATION

Department	Position Title	
Northwest Territories Business Development & Investment Corporation	Finance and Budget Officer	
Position Number(s)	Community	Division/Region(s)
89-11405	Yellowknife	Finance

PURPOSE OF THE POSITION

The Finance and Budget Officer (Officer) provides and administers a full range of financial support and analysis for the NWT Business Development and Investment Corporation (BDIC) and its programs in accordance to established *Acts*, regulations, directives, policies and guidelines in a timely and accurate manner. The Officer coordinates the budgetary planning process, analyzes financial statement budgets and prepares and analyses financial variances.

SCOPE

The BDIC is a Crown corporation of the Government of the NWT (GNWT) and provides a range of programs and services to help northern businesses succeed. The BDIC supports the economic objectives of the GNWT by encouraging the creation and development of businesses, providing financial assistance to businesses, and making investments in business enterprises. The BDIC promotes financial independence, assists communities in capturing investment development opportunities, and helps develop a diverse and viable northern economy. The BDIC's role in promoting and maintaining economic development and employment has both economic and social aspects.

This position is located in Yellowknife and reports to the Comptroller. The incumbent is responsible for the implementation, maintenance and operation of the general accounting and financial systems, exercising control over cash flow and processing the BDIC's financial documents. The incumbent is also responsible for coordinating, monitoring and evaluating the corporate budgeting process.

RESPONSIBILITIES

- 1. Develops, implements and maintains the BDIC's financial program and general accounting systems.**
 - Develops, implements and maintains the BDIC chart of accounts and ledgers and ensures their continued integrity.
 - Corrects and adjusts the BDIC's financial transactions.
 - Reconciles financial documents and reports, including inter-company transactions.
 - Maintains the BDIC's financial program accounts and systems.
 - Responds to enquiries regarding the operation, maintenance and trouble-shooting of the financial program and accounting systems.
 - Provides training and guidance to BDIC staff and regional delivery agents on the use of the computerized financial systems.
 - Incorporates and integrates subsidiaries' financial transactions into the BDIC's financial program and accounting systems.
- 2. Monitors and assesses the BDIC's cash flow and administers the BDIC's bank accounts.**
 - Assesses the BDIC's cash flow requirements and ensures sufficient cash is available for the BDIC's expenditures, commitments, contributions and disbursements at all times.
 - Ensures all revenues, interest, contributions, dividends and payments are properly accounted for and deposited.
 - Monitors the cash positions of the bank accounts and advises the Comptroller whenever the cash position is below the threshold level.
 - Ensures authorized signatories are in place for the BDIC.
 - Prepares and implements new banking documents to amend signatories.
 - Reconciles the BDIC's bank accounts on a monthly basis.
- 3. Reviews all incoming financial documentation, compares against existing budget and contracts obligations, and processes disbursement.**
 - Reviews incoming financial documents to ensure technical accuracy and compliance with accepted standards.
 - Data enters and posts the BDIC's financial documents, including receipt of payments, and issues expenditures and disbursement cheques on a timely basis.
 - Prepares and processes payments and disbursement documents and assigns appropriate coding.
 - Maintains the financial document files.
 - Monitors all financial contracts and agreements, such as contracts for services and standing offer agreements.
- 4. Produces and analyzes day-to-day and monthly financial reports and prepares year-end working papers.**
 - Develops, maintains and produces financial program reports for BDIC and regional delivery staff.
 - Produces monthly transaction reports and financial variance reports for verification by the Comptroller.

- Analyzes the monthly reports and identifies
 - Prepares year end supporting financial documents.
- 5. Verifies and reconciles expense claims including travel documents, credit card expenses and petty cash.**
- Verifies all travel advances and claims for dates, times, signature and details in accordance to the Collective Agreement, the Financial Administration Manual and the BDIC regulations, directives and policies.
 - Verifies all credit card expense items.
 - Verifies and reconciles petty cash expenses as the custodian of the petty cash funds.
- 6. Coordinates and monitors the BDIC's budgeting process and prepares and analyzes variances.**
- Coordinates in the preparation and development of the BDIC budget.
 - Analyzes BDIC's financial position, identifies critical issues and advises the Comptroller.
 - Controls and analyzes the budget to ensure that activities are not over expended by monitoring expenditures and commitments.
 - Monitors cash flows against the budget.
 - Analyzes and provides advice and recommendations to the Comptroller on budgetary items.
 - Prepares and analyzes variance reports to the Comptroller.

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 BDIC's goals and objectives and the political and social environment in which the BDIC's programs and services are offered.
- Knowledge of and ability to analyze and interpret legislation, policies and procedures, and standards.
- Ability to interpret and analyze financial data, and reports.
- Knowledge of accounting management systems.

- Knowledge of financial and accounting principles and practices in accordance to Canadian Generally Accepted Accounting Principles and industry practice.
- Knowledge of MS Office operating systems, MS software (Word, Excel, PowerPoint) and internet and email applications.
- Proficient in the use of various computer applications such as accounting (Simply Accounting), inventory control, pricing and costing software and point of sale (POS) systems.
- Ability to accurately process large amounts of information and complete routine tasks.
- Time management skills and ability to meet deadlines.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to work with people in an effective, tactful manner.

Typically, the above qualifications would be attained by:

A Degree in Business Administration or Commerce, concentration in accounting; completion of Level 4 in a recognized Canadian accounting designation programs plus 3 years of intermediate accounting 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