



Tlicho Community Services Agency

Job Description

IDENTIFICATION

Department		Position Title	
TLICHO COMMUNITY SERVICES AGENCY		MANAGER OF FINANCIAL SERVICES	
Position Number(s)		Community	Division/Region(s)
94-11535		BEHCHOKO, NT	FINANCE & CORPORATE SERVICES

PURPOSE OF THE POSITION

The purpose of this position is to manage the financial operations of the Tlicho Community Services Agency. Duties include annual budget preparation, administration, monitoring, and reporting. The Manager of Financial Services implements policy and procedures and supervises the finance staff. These duties are performed in accordance with legislation, professional standards, and TCSA objectives, policies and practices to ensure effectiveness. The incumbent fosters a workplace culture dedicated to achieving the goals of the Tlicho Agreement in a manner that is respectful of Tlicho language and traditions.

SCOPE

The scope of the Tlicho Community Services Agency is to manage the delivery of a range of integrated public GNWT and First Nations health, wellness and education programs and services for the NWT Tlicho communities of Behchoko, Gameti, Wekweeti and Whati. Established in 2005 as part of the Tlicho Agreement, the Agency is designed to be an *interim GNWT organization* through which the Tlicho Government will eventually exercise their treaty rights for self-government. The Agency serves approximately 3,000 people, employs 230 staff and has an annual budget of approximately in excess of \$29 million dollars. Programs and services include early childhood education, K-12 education, health and wellness, child and family services, mental health and addictions, continuing care and independent living, and First Nations social programs including post secondary student support.

The Tlicho Community Service Agency vision "Strong Like Two People" is a metaphor for the desire by community leadership to build an organization, and create programs and services, that recognize the strength and importance of two cultures. Local Tlicho and non-Tlicho knowledge have complementary strengths which together can achieve solutions to contemporary problems which neither could alone. The failure to integrate local knowledge represents a waste of expertise, and a loss of critical information that may lead to inappropriate or even destructive interventions and strategies.

The TCSA administers all regional health and social services delivered to a population of approximately 3,000 residents of the Tlicho region through 3 Community Health Centers, 1 Community Health Station, including the residents of the Jimmy Erasmus Seniors Home (a continuing care facility for elders in Behchoko). The TCSA provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis in order to enhance healthy communities' well being through excellence, accountability and respect for regional diversity. The Mary Adele Bishop Health Centre in Behchoko is the busiest of all the health centres in the NWT; its services include a team of Emergency Medical Responders as well as clinical and public health services.

The Agency also operates 5 schools, 5 Early Childhood centres, and 1 Teaching and Learning Centre, and requires the various functions of the central office administration. School operations in Behchoko require a busing service and a cafeteria in the Chief Jimmy Bruneau Regional High School in Edzo.

The TCSA also provides housing for professional staff in the communities, renting accommodations to approximately 50 teachers, nurses and other health professionals, and social workers.

Located in Behchoko and reporting to the Director of Finance & Corporate Services; the Manager of Financial Services oversees the financial operations of the TCSA for all programs and services delivered in Behchoko, Whati, Gameti, and Wekweeti.

The TCSA is unique in the Northwest Territories, as it is the only integrated Education/Health and Social Services agency in the NWT. As a result of this integration, the Agency must budget for, work with, and report on 2 fiscal years, 2 payroll systems, 2 collective agreements (UNW & NWTTA) and personnel administration for social programs delivered for the Tlicho Government, 3 separate budgets, and 3 funding departments (Health and Social Services; Education, Culture and Employment; and the Tlicho Government).

The Manager of Financial Services: prepares the TCSA budgets; exercises payment authority for expenditures; prepares and reviews quarterly reports for senior management; processes revenue and ensures prompt billings and payments; maintains appropriate control procedures; ensures that all periodic accounting functions are performed timely and accurately; prepares for the annual closings and audit; directs and trains staff; administers human resource functions to ensure employees in public service positions

receive appropriate compensation and benefits; and coordinates payroll runs for Tlicho Government employees who are not members of the GNWT public service.

The Manager of Financial Services must ensure compliance with statutory requirements under the *Financial Administration Act* and the *Public Service Act*, and the collective agreements with the Union of Northern Workers and the Northwest Territories Teachers Association. The incumbent must also be familiar with the *Education Act*, the *Child and Family Services Act*, the *Mental Health Act*, the *Hospital Insurance and Health and Social Services Act*, and be able to interpret the *Tlicho Land Claims and Self-Government Act*, which created the Tlicho Government, and the *Tlicho Community Government Act*.

The Manager of Financial Services directly supervises the two Financial Analyst positions and an Accounts Payable Clerk.

The incumbent oversees a total budget that was approximately \$30.9 million in 2013:

- \$16.0 million for K-12 education;
- \$14.0 million for health and social services; and
- \$1.0 million for various contribution agreements;

The Manager of Financial Services must maintain open and effective communications with all interested groups and individuals. The incumbent works closely with program managers to help them monitor expenditures, remain in budget, and meet reporting requirements. The Manager of Financial Services also reports to the Chief Executive Officer and Director of Finance & Corporate Services with monthly updates of any unusual divergence from core funding or other expenses that would signal a need for restraint or reallocation of funds.

The Manager of Financial Services provides ongoing financial management services, including assisting in the preparation, analysis, and monitoring of the budget. Detailed knowledge of Generally Accepted Accounting Principles facilitates implementing, coordinating, and monitoring accounting policy and procedures. The Manager is familiar with all programs and projects and maintains an effective working relationship with all program managers.

Failure by the incumbent to maintain accurate and up-to-date financial records and reports; to meet professional accounting standards; and to comply with legislation, TCSA board policies, and Tlicho Government direction will have a direct and immediate impact on staff, students, parents, residents, and the quality of life for clients, as well as on the credibility of the Agency as a service provider.

RESPONSIBILITIES

1. Prepares the annual Operations and Maintenance and capital budgets for Education, Health and Social Services, and the General TCSA budget.

- Advises senior managers of any changes to core funding from the previous year.

- Works closely with all senior managers to identify needs and establish individual program budgets.
 - Monitors expenditures throughout the respective fiscal year activities.
 - Prepares all financial records as required for the annual audits.
- 2. Exercises payment authority up to \$300,000 in order to pay contractors and vendors on time, using due diligence to ensure transactions are in compliance with contract stipulations and in accordance with GNWT financial acts, regulations and policies.**
- Reviews and monitors spending authorities for payments/invoices against budget/funding allocations to verify sufficient funds are available for the specific activity.
 - Reviews documents processed by clerical staff to ensure that all required documentation has been submitted with requests, that each expenditure has the appropriate coding and spending authority for which the appropriation was established.
 - Analyzes documents to ensure that contract administration and payment compliance is adhered to and that payment is reasonable considering the work completed, and signs approval for payment.
- 3. Prepares quarterly variance reports and makes specific recommendations to the Chief Executive Officer, Director of Finance & Corporate Services, Director of Education, Manager of Health Services, and Manager of Child and Family Services/Mental Health & Wellness.**
- Provides ongoing assistance to program managers to help them track expenditures and remain within budget.
 - Discusses variances with program managers to obtain explanations for differences. Identifies requirements for further investigation on variances, discusses options with program managers and recommends to the Director of Finance & Corporate Services alternate ways to reallocate program funding in order to meet the demands of managers or departments.
 - Provides professional guidance to program managers to ensure accurate coding of expenditures and financial and activity reporting.
 - Prepares quarterly and biannual variance reports for the Department of Health and Social Services and the Department of Education, Culture and Employment.
 - Prepares forced growth submissions for the TCSEA to be submitted to the GNWT.
- 4. Receives, reviews and processes major incoming revenues resulting from contribution agreements with the GNWT, the Tlicho Government, and other departments and agencies.**
- Receives, reviews and ensures that staff process contribution agreements from the GNWT, the Tlicho Government, and other departments and agencies.

- Follows up on aged accounts in accordance with the NWT *Financial Administration Act* and Regulations and related policies.
 - Ensures that all billings and payments are prompt so that the credibility of programs which generate revenues and recoveries is maintained.
 - Ensures that receivables are received in cash as quickly as possible.
 - Oversees the processing of monthly rent payments from TCSA professional staff.
- 5. Ensures that procedures and controls are in place in accordance with GNWT, TCSA and Tlicho Government policies and procedures.**
- Ensures that procedures and controls are maintained:
 - for regional records and controllable asset transfers;
 - for records storage, maintenance and disposal for all departments in the region;
 - to make records available to authorized employees; and
 - to ensure maximum utilization of surplus assets.
 - Performs periodic reviews of applicable records and processed documents to ensure procedures are followed.
 - Trains staff and assigns training responsibilities related to these duties.
- 6. Ensures all periodic accounting functions are performed timely and accurately.**
- Oversees:
 - monthly and annual closing activities;
 - annual audit preparation; and
 - contribution agreement reporting.
- 7. Administers specific human resource functions for the TCSA Finance department staff in accordance with the UNW collective agreement, the *Public Service Act*, and the GNWT Human Resource Manual to ensure employees receive appropriate benefit and compensation entitlements.**
- Provides advice on, and interpretation of, the collective agreements to Finance staff.
 - Monitors and provides guidance to Finance staff on pay and benefits records.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles and experience in the application of accounting theories and principles in order to recognize when complex and varied financial transactions require further investigation to ensure compliance with the NWT Financial Administration Act, Regulations and related policies, or other federal or territorial legislation.
- Strong management and administrative skills:
 - Problem-solving and decision-making skills;
 - Critical thinking skills;
 - Written and verbal communication skills and listening skills;
 - Interpersonal, negotiation, facilitation and public speaking skills;
 - Leadership and motivational skills.
- Ability to motivate and guide subordinates to work effectively and efficiently in the conduct of their duties.
- Ability to communicate effectively with clients in order to gain their compliance with required financial procedures and to minimize conflicts.
- Ability to lead the Finance team and work effectively in a cross-cultural setting.
- Ability to analyze, evaluate and interpret a wide range of information and apply information to solve problems.
- Ability to balance attention to competing tasks.

Specifically, the above qualifications would be attained by:

Completion of a Commerce or related degree and/or working towards a professional accounting designation and at least two years of directly related experience.

WORKING CONDITIONS

Physical Demands

The Manager of Financial Services works in a typical office environment with natural light and the ability to get up and move about freely. The majority of time is spent in a sitting position at a workstation.

Environmental Conditions

The Manager of Financial Services performs duties in a comfortable, temperature-regulated office environment.

Sensory Demands

The Manager of Financial Services must focus for extended periods of time on a computer terminal screen when keying and auditing data that can cause fatigue and eye strain.

Mental Demands

The Manager of Financial Services position is susceptible to an above average amount of work-related stress. Meeting frequent deadlines, providing service for a wide variety of programs and program managers, working with two fiscal years and financial systems, and

reporting to three funding sources creates a heavy workload that requires the ability to balance competing demands for attention.

Position Security (check one)

- ☐ No criminal records check required.
- ☐ Position of trust – criminal records check required.
- ☒ Highly sensitive position – requires verification of identity & criminal records check.