IDENTIFICATION

Department	Position Title	
Legislative Assembly	Finance and Procurement Officer	
Position Number	**Community**	**Division/Region**
12-13007	Yellowknife	Members and Precinct Services

PURPOSE OF THE POSITION

The Finance and Procurement Officer is responsible for the financial transaction processing activities of Accounts Payable/Accounts Receivable journal entries, vendor and customer maintenance, payroll compliance and benefits administration in the Legislative Assembly. This position operates within applicable legislation, regulations, policies, procedures, and guidelines.

The Finance and Procurement Officer is also responsible for the administration of procurement, IT, telecommunication and contracting services for Members of the Legislative Assembly, the Legislative Assembly Statutory Offices, and the Office of the Clerk.

SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories.

Located in Yellowknife, the Finance and Procurement Officer reports to the Manager, Finance and Procurement Services, and may receive operational guidance from the Senior Finance and Procurement Officer. The Members and Precinct Services Division provides financial, procurement and administrative services and support to the Legislative Assembly's Office of the Speaker, nineteen Members of the Legislative Assembly and their staff, eight Statutory Offices (Chief Electoral Officer, Ombud, Human Rights Commission, Human Rights

Adjudication Panel, Languages Commissioner, Equal Pay Commissioner, Conflict of Interest Commissioner and Information and Privacy Commissioner), and the staff of the Office of the Clerk.

The Legislative Assembly is outside the scope of Financial and Employee Shared Services (F&ESS), Procurement Shared Services (PSS) and some aspects of Technology Services Centre (TSC) and Human Resource Services. This requires all financial processes and transactions and all procurement and contracting activities of the Legislative Assembly to be managed internally with its own resources.

The duties of this office are carried out in accordance with the *Legislative Assembly and Executive Council Act* and Regulations, *Financial Administration Act* and FAM, Employment Standards Act, Generally Accepted Accounting Principles (GAAP), the Members' Handbook and GNWT/Legislative Assembly policies, directives and procedures.

RESPONSIBILITIES

1. **Approves processing financial transactions (accounts payable, accounts receivable, general journal entries) entered into GNWT's ERP System, pursuant to applicable Sections of the *Financial Administration Act* (FAA). This requires monitoring of expenditure control responsibilities prescribed under the FAA.**
   - Exercises accounting authority to specified limits on financial and related documents as per Financial Administration Manual (FAM) and Department of Finance Financial Approval Authorities Spreadsheet (FAAS)
   - Exercises an internal financial control system by ensuring all expenditures and transactions comply with applicable policies and regulations.
   - Processes financial transactions ensuring adequate documentation in support of transactions and reports.
   - Reviews client signing specimen authorities for appropriate expenditure authority approvals.
   - Makes recommendations with respect to financial and administrative matters.
   - Determines priorities for processing transactions in a timely and accurate manner.

2. **Provides financial and technical information and support to Office of the Clerk staff, the Legislative Assembly's nineteen Members, the Office of the Speaker and eight Statutory Offices of the Assembly, (Chief Electoral Officer, Ombud, Human Rights Commission, Human Rights Adjudication Panel, Languages Commissioner, Equal Pay Commissioner, Conflict of Interest Commissioner, and Information and Privacy Commissioner).**
   - Assist in the development and implementation of approved business processes and operational guidelines, applying a philosophy of continuous improvement.

- Assists in providing information to department representatives on F&ESS business processes to assist with financial transaction processing
- Assist in providing information and clarification to F&ESS staff on relevant GNWT policies and procedures to help achieve accurate and timely processing of transactions.
- Reviews, evaluates, and makes recommendations regarding the F&ESS business processes.
- Maintain organized and up-to-date financial records, including filing and documentation.
- Assist in gathering and analyzing financial data to support financial reporting and analysis

3. **Prepares and/or schedules appropriate financial transaction processing (accounts payable, accounts receivable, related compensation and benefit documentation) and reconciliations.**
   - Responsible for various monthly reconciliations, transactions and related adjustments or billings.
   - Prepares financial metric reporting for monthly, quarterly and annual reports.
   - Reviews, evaluates, and makes recommendations regarding the business processes and operational guidelines while ensuring a continuous improvement philosophy.
   - Cross-trained in critical operational activities performed by other staff to ensure minimal disruption to services.

4. **Plans, organizes and conducts professional procurement services of a diverse range of goods and services on behalf of Members, statutory offices, senior management and program managers (clients) in procurement activities.**
   - Determines the best and most effective method (competitive, negotiated, sole source, SOA, RFP) of procuring goods and services for the client in accordance with all legislation, policies, procedures, and initiatives.
   - Responsible for organizing and procuring of goods and services for clients; many projects run concurrently with varying degrees of complexity.
   - Develops and prepares territory wide bulk purchases, standing offer agreements, request for proposals, tenders and contracts for standard, high volume and/or commonly used goods and services on behalf of clients for the approval of the Senior Finance and Procurement Officer;.
   - Ensures requisitions are properly authorized with regard to Financial Authorities and funds are committed prior to initiating the contract.
   - Examines contract demands and purchase requisitions with program managers;
   - Provides professional purchasing services in accordance with policies, directives and guidelines.
   - Prepares appropriate tender, RFP's and contract documentations.

- Prepares and/or provides standard advice and assistance on the development of proposals and tenders.
- Prepares evaluation criteria in collaboration with client departments and chairs or participates in RFP evaluations process to ensure that process is fair, which involve persuasion, negotiation and provision of expert advice and guidance, influencing decisions relating to high value, politically sensitive contracts.
- Responsible for any negotiations, arbitration of complex, politically sensitive and large volume contracts;
- Coordinates and monitors contract tendering and RFP's for goods and services;
- Evaluates and awards tenders to the lowest responsive, responsible bidder in accordance with the specifications, terms and conditions of the tender, legislation, policies, procedures, and initiatives;
- Obtains proof-of-delivery from, and approves payment to, vendors;
- Maintains vendor/commodity files and/or specifications on sources of supply, costs, delivery, vendor performance and quality requirements for SOA;
- Assists with and provides support for negotiations of high value contracts; and
- Assists in resolving contract disputes.
- Assists in providing advice to contract authorities regarding contract administration, including tenders, RFP's, contracting approaches and procedures, advertising policy, contract security, using the Contracts Information System (CIS), contract securities and signing authorities.

5. IT and telecommunication requirements for the Legislative Assembly.

- Coordinate installations, maintenance, upgrading of services, moves and removal of services for telephones (iPhones, Blackberries, iPads, satellite), fax lines, computer loops and internet services with service providers.
- Follow policies with respect to mobile/handheld devices and troubleshoot problems working with TSC (ie. Software updates)
- Investigate and respond to telecommunications problems and escalate to service provider as required.
- Remain current on telecommunication technology and make recommendations for service enhancements.
- Liaise with TSC on service matters and coordinate purchase of computer hardware and software.
- Update various telephone directories on annual basis.
- Maintain inventory list of telephone, satellite phones and fax lines.
- Access Legislative Assembly telephone system to assist staff with password retrieval.
- Access the Telecommunications Electronic Management System (TEMS) for the Legislative Assembly, to retrieve and record monthly invoices.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The position works with competing demands around deadlines, particularly during periods where the Legislative Assembly is in session and the Standing Committees are meeting. Travel to several communities is required each year to conduct audits of constituency offices provided by the Legislative Assembly.

KNOWLEDGE, SKILLS AND ABILITIES

- Skilled in the preparation and interpretation of consolidated financial statements.
- Knowledge of the application of accounting knowledge in the development of accounting policy.
- Knowledge of and/or the ability to acquire and apply knowledge of relevant Government legislation, regulation, and policies.
- Written and verbal communications skills including the ability to provide professional advice in a way that staff with limited or no financial training can understand.
- Interpersonal and listening skills.
- Planning and priority setting skills.
- Organization and time management skills.
- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to correctly interpret information and exercise professional judgment.
- Ability to apply accounting theory and principles in the review of financial reports.
- Ability to use various computerized accounting systems, and computer applications for spreadsheet preparation, word processing and audit application.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Course work through the Purchasing Management Association of Canada - PMAC to a Level 2, with two (2) years of experience in supply chain management, procurement, and contract administration.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

☐ 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 applicable)

☐ 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

Indigenous language: Select language

☐ Required
☐ Preferred