



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Senior Finance and Procurement Officer	
Position Number	Community	Division/Region
12-1356	Yellowknife	Members and Precinct Services / HQ

PURPOSE OF THE POSITION

The Senior 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 Senior Finance and Procurement Officer is also responsible for the management of all procurement and contracting services for Members of the Legislative Assembly, the Legislative Assembly Statutory Offices, and the Office of the Clerk. This position also determines and manages the IT and telecommunication needs for the Legislative Assembly and all its outside offices.

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 Senior Finance and procurement Officer reports to the Manager, Finance and Procurement Services. This position processes transactions through exercising delegated accounting authority for financial advice and support to the Office of the Clerk staff and the Legislative Assembly's nineteen Members. Additionally, the position provides financial support and guidance to 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).

As an Accounting Officer, the incumbent is responsible for both expenditure and disbursement control matters consistent with applicable sections of the *Financial Administration Act (FAA)*, and requiring expertise with GNWT's Enterprise Resource Planning (ERP) system. The overall accountability of this position relates to processing all forms of financial transactions through the GNWT ERP system.

The position assists the Manager by providing mentorship and support to Finance unit team members and is a senior resource on accounting treatment with respect to the GNWT Enterprise Resource Planning (ERP) system. This position verifies authorizations and approves transactions within designated authorized limits by the Minister and the Comptroller General under applicable sections of the *FAA*.

The Senior Finance and Procurement Officer administers all aspects of procurement and contracting services for the Speaker, Members of the Legislative Assembly, staff of the Office of the Clerk, and Statutory Offices of the Legislative Assembly ensuring compliance with applicable legislation, regulations, and policies. The Statutory Offices include, Elections NWT, the Ombud, the Human Rights Commission, the Human Rights Adjudication Panel, The Languages Commissioner, Information and Privacy Commissioner, the Equal Pay Commissioner, and the Conflict-of-Interest Commissioner.

The Senior Finance and Procurement Officer negotiates lease agreements and services pertaining to Legislative Assembly Members' offices located throughout the NWT. This position is responsible for maintaining the inventory of the Assembly's building assets and supplies, many of the assets being of exceptionally high value and irreplaceable due to the type of assets.

The Legislative Assembly is outside the scope of Financial and Employee Shared Services (F&ESS, Procurement Shared Services (PSS), and some aspects of the 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 Senior Finance and Procurement Officer exercises expenditure, contracting, and accounting authority, and regularly assumes standing acting responsibilities for the Manager, Finance and Procurement Services where additional levels of authority are undertaken.

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 of 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).
 - Implements an internal financial control system by ensuring all expenditures and transactions comply with applicable policies and regulations.
 - Reviews documents to ensure documentation in support of transactions and reports.
 - Reviews client signing specimen authorities to ensure 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 advice 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 & Privacy Commissioner).**
 - Provides information on Federal and Territorial government policies, procedures, regulations, and agreements to avoid non-compliance.
 - Provides leadership to staff on Federal and Territorial government policies, procedures, regulations, and agreements to help achieve accurate and timely processing of transactions.
 - Reviews, evaluates, and makes recommendations regarding business processes while ensuring a continuous improvement philosophy.
 - Assists in the development and implementation of approved business processes and operational guidelines.
 - Identifies and investigates unusual and complex transactions to determine the appropriate accounting treatment.
 - Contacts clients to resolve issues related to accounting treatment, Chatfield errors, and business processes.

- 3. Prepares and/or schedules appropriate financial transaction processing (accounts payable, accounts receivable, related compensation and benefit documentation) and reconciliations.**



- Coordinates the work of the section team to ensure the timely processing and treatment of transactions.
 - Assists the Manager, Finance and Procurement in the compilation, analysis, and substantiation of the monthly variance reports.
 - Assists the Manager, Finance & Procurement and Deputy Clerk in the monitoring of performance measures and analysis.
 - Monitors and supports clients in the reconciliation of general ledger accounts, including investigating and resolving discrepancies.
 - Responsible for various reconciliations and the related adjustments or billings
 - Ensures client revenues are received, accounted for, and deposited appropriately.
 - Prepares financial information for monthly, quarterly, and annual reports.
- 4. Ensures performance of entries for onboarding, off boarding and maintenance of employee payroll and benefit entitlements ensuring accuracy and adherence to business processes, federal and territorial government policies, agreements, and financial regulations.**
- Monitors onboarding documents to ensure accuracy and adherence to business processes, federal and territorial government policies, and financial regulations.
 - Reviews all related transactions and adjustments to ensure they are in accordance with Federal and GNWT statutes, regulations, agreements, policies, and procedures.
 - Actively identifies and distributes priorities for processing transactions to ensure employee records are maintained in a timely and accurate manner.
 - Responds to escalated client inquiries.
- 5. Administers all aspects of the procurement and contract process for the Legislative Assembly.**
- Execute the procurement process, including sourcing, evaluating suppliers, and negotiating contracts.
 - Advises Members, statutory offices, senior management and program managers with procurement and contracting plans by determining needs and recommending an action plan.
 - Develop, analyze, and administer requests for proposals (RFPs), requests for quotations (RFQs), purchase requisitions, tenders, and contract documents.
 - Conducts market research to identify potential suppliers and maintains a robust supplier database in line with the GNWT legislation and policies.
 - Exercises contract authority for Legislative Assembly.
 - Prepares decision instruments for Board of Management for procurement and inventory matters.
 - Provides information to the public on procurement and contract policies.
 - Maintains and ensures adherence to procurement and contracting policies, procedures, processes, and regulatory requirements.



- Oversees the asset management and inventory control programs.
- Collaborates with the Manager of Finance and Procurement Services to develop and implement process enhancements.

6. Members Services.

- Provides Human Resources (HR) advice and assistance to Members on Constituency Assistant recruitment, employment and termination processes. Note: Constituency Assistants are not part of the Public Service and Members are not required to follow the GNWT hiring process.
- Provides Department of Finance, Management and Recruitment Services (MRS) with employment information on the hiring of constituency assistants and/or termination for pay.
- Coordinates and provides training on the Legislative Assembly Orientation(s) for Constituency Assistants.
- Maintains the Constituency Assistant Handbook.
- Maintains the Members Election Year Guidelines (4-year cycle).
- Administers office space leases for Members and statutory offices.
- Administers capital accommodation leases for Members.
- Coordinates residency assessment for Members accessing capital accommodation program.
- Conducts outside office audits of Members offices located throughout the NWT as directed.

7. IT and telecommunication requirements for the Legislative Assembly.

- Determines IT needs and coordinates the purchase and installation of technical equipment and programming services required for the Legislative Assembly, the Statutory Offices, and Members Offices located throughout the NWT. Note: Several Legislative Assembly IT/IS requirements are outside the scope of the TSC.
- IS Manager and TSC liaison for the LA Requests email and profile set-up for all new employees working within the TSC environment. Purchases additional software/hardware applications required for networked computers. Requests dismantling of profiles and email for all outgoing system users.
- Reconciles the TSC charge-back and verifies the costs.
- Provides and implements IT/IS solutions for out-of-scope offices.

8. Assists the Manager, to ensure an effective and efficient team.

- Orients new employees to the workplace including processes and procedures and the GNWT ERP system.
- Coordinates the training/learning and development plans.
- Assists the Manager, Finance and Procurement to set and monitor work objectives.



- Mentors staff to continually maximize team performance with a continuous improvement philosophy.

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 applying in-depth accounting theory, Generally Accepted Accounting Principles and PSAB recommendations and guidelines (financial reporting standards for the public sector) to complex situations.
- Skilled in the preparation and interpretation of 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, 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.
- Organizational and time management skills.
- Ability to encourage and mentor less experienced team members.
- Ability to use various computerized accounting systems, and computer applications for spreadsheet preparation, word processing and audit application.
- Ability to correctly interpret and exercise professional judgment.
- Ability to address conflicts and differences of opinion with tact and diplomacy.



- Ability to apply accounting theory and principles in the development of accounting policies and in the review of financial reports.
- 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:

A relevant undergraduate degree, one (1) year of experience leading a project or team, and one of the following:

- completion of four competencies of the Canadian CPA Professional Education Program with three (3) years accounting experience or equivalent.
- completion of the Canadian Payroll Association's Certified Payroll Manager Certificate (CPM), with three (3) years directly related experience.
- completion of the Certified Employee Benefit Specialist Designation with three (3) years directly related experience.

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