



## IDENTIFICATION

Department	Position Title	
Finance	Manager, Finance and Administration	
Position Number	Community	Division/Region
15-0297	Hay River	Northwest Territories Liquor and Cannabis Commission (NTLCC)

## PURPOSE OF THE POSITION

The Manager of Finance and Administration is responsible for the overall financial management of the Northwest Territories Liquor and Cannabis Commission (NTLCC) and for the provision of timely financial analysis to support business decisions to achieve the NTLCC's purpose and mandate and ensure compliance with applicable standards, policies, and procedures.

This position is also responsible for providing internal audit and advisory functions, and the management of financial and administrative systems. This includes supporting the preparation of interim and year-end working papers and financial statements in accordance with audit requirements.

The duties of managing the financial resources are carried out in accordance with legislation and professional accounting bodies as outlined in the *Financial Administration Act (FAA)*, and *Financial Administration Manual (FAM)*, all other *GNWT Acts and Regulations*, Canadian Public Sector Accounting Standards (PSAS) and Liquor Commission policy and procedure.

The work of the Manager, Finance and Administration is critical to ensuring the overall efficiency and effectiveness of the NTLCC's financial operations, to fully comply with financial legislation and policy.

## SCOPE

Located in Hay River and reporting to the Director, Liquor and Cannabis Commission, the position is the senior financial officer. The position is responsible for managing accounting and reporting, overseeing budgets and forecasts, strengthening internal controls, managing cash flow, handling compliance and tax, and leadership on financial strategy. Financial reporting is



performed in an accurate and timely manner, so that financial controls provide adequate protection of assets, and the financial processes support good management stewardship.

Operating costs are financed through the Liquor Revolving Fund under the *Revolving Funds Act*, and advances from the Revolving Fund are recovered through the annual revenues that range from \$60-65 million. The current authorized limit of the Liquor Revolving Fund is \$12M.

The incumbent directly supervises two financial positions, by focusing them on the goals and objectives of their positions and monitoring the outcome, providing guidance, support and feedback as necessary. The incumbent also provides guidance and direction to contract personnel in the stores with regard to financial control functions. The incumbent ensures there is financial management and control in place to allow for the appropriate use of financial resources to promote operational results. This includes budget planning and control, accounting operations, and revenue. The position is responsible to maintain and evaluate the control procedures of the organization through verification of account balances, ledger balances, reconciliation procedures, periodic limited scope audits, monthly financial reports, and management of the budget systems, the enforcement and development of financial policy.

The position is responsible for communicating with external parties, including the Government Tax Auditors, GNWT analysts, and the Office of the Auditor General regarding financial reporting and analysis.

The position has a significant impact on the accuracy, security, and efficiency of the operations of the NTLCC. Poorly developed, difficult to use, or inaccurate financial systems could result in significant losses due to inefficiencies and untoward situations that could result due to inadequately developed systems, inaccurate reporting and improper internal control procedures.

The Manager, Finance and Administrations position is unique to the GNWT, in that there is little opportunity to gain assistance from other finance managers on issues that are relevant to the sale, distribution and reporting on liquor and cannabis. The incumbent must establish working relationships with colleagues in other jurisdictions. The incumbent sits on the operational and administrative sub-committee of the Canadian Association of Liquor Jurisdictions (OASC CALJ) and their social responsibility arm (OASC-SR). All OASC CALJ Finance members and SR serve a one-year term leading the committees and occasionally must host the annual national meeting within the NWT.

Workload at peak periods requires overtime. Strict deadlines are imposed by legislation. There may be the requirement to travel on an occasional basis to various communities throughout the north.



## **RESPONSIBILITIES**

### **1. Manage financial administration functions in accordance with the *Financial Administration Act (FAA)* to ensure the integrity of the Liquor Revolving Fund.**

- Interpret and apply the provisions of the *Financial Administration Act, the Liquor Act, the Cannabis Products Act* and any other applicable legislation.
- Provide directions on financial procedures established by NTLCC and the GNWT.
- Interpret financial policies, directives and procedures, report problems, and make recommendations for improvement.
- Monitor expenditures to ensure that all accounting transactions and practices are applied consistently and accurately in accordance with the FAA and other applicable policies, directives and procedures
- Coordinate the division's internal financial reporting and payroll.
- Initiate, develop and maintain financial records and books of accounts on NTLCC activities to ensure compliance with audit requirements and standards.
- Develop and maintain financial control procedures that accurately express the financial position of the NTLCC and are in compliance with government standards and regulations.
- Perform an operational review of internal control systems to determine reliability and effectiveness of financial systems and controls.
- Ensure timely and accurate payments to suppliers and contractors.
- Develop and maintain positive relationships with customers and contractors and engage in account or contract resolution as needed.
- Continuously assess and develop internal controls to minimize risk associated with cash and credit transactions by contractors.
- Manage the day-to-day financial operations of the NTLCC including taxable payments, duty travel, and all accounting transactions.
- Develop and maintain internal processes and systems for day-to-day management of the NTLCC's payable and revenue processes.
- Act as the primary card coordinator for GNWT corporate purchasing cards used for the purchase of goods and services, travel expenses, etc.
- Liaise with the Departmental Telecommunications Coordinator for the NTLCC's telecommunications administration requirements.
- Prepare all financial reports, including the preparation of the financial statements.
- Controls and appraises the financial implication of all contracts and agreements.
- Coordinate and prepares the NTLCC Quarterly and Annual Reports, along with all preliminary reports and working papers required throughout the year.
- Coordinates the year end audit required at the contracted liquor stores.



**2. Manages financial budgeting and on-going analysis of financial activity, and provides advice, recommendations and financial reporting to support effective decision making.**

- Monitor financial activities and recommend and/or conduct internal reviews or audits to assist in developing and maintaining financial procedures in accordance with the FAA (*Financial Administration Act*) and the FAM (Financial Administration Manual).
- Direct the completion of various forecasting and budget processes.
- Provide variance analysis for the division
- Finalize and reports on monthly account reconciliations.
- Communicates assessment of year-end documentation and audit process.
- Ensure periodic and timely reporting of sales activities
- Regularly review expenditure and revenue reports for accuracy and completeness
- Review and report on projected expenditure and budget variance reports

**3. Responsible for the development and monitoring of internal audit systems to ensure that government assets are correctly stated and safeguarded, that the systems are in compliance with government regulations.**

- Perform annual audit inspections to verify the assets and that procedures used comply with FAA, and all, policies, contracts and regulations.
- Enforce the *Liquor Act and Regulations, the Cannabis Products Act and Regulations*, as well as polices of the NTLCC as they pertain to the financial implications of licensing, enforcement, liquor and cannabis retail and liquor and cannabis control operations.
- Review data collection, variance reporting, measurement and analysis tools and techniques.
- Apply auditing skills to identify financial control problems.
- Prepare all financial reports, including quarterly reports and financial statement working papers, including the financial statements for Liquor Commission, Liquor Licensing and Enforcement.
- Prepare the working papers for publishing the NTLCC annual report.
- Organize annual year-end physical count with stores and audit staff.
- Coordinate audit and work with team to supply all supporting working papers and monthly audit binders.
- Contract Store Management including liquor store operations, cannabis stores and manufacturers.

**4. Responsible for financial and administrative functions in the division including Records Management.**

- Identify human resource requirements and participate in the staffing and recruitment process.
- Review, create and update position descriptions as required and reviews personnel performances in areas of responsibility.



- Provide training and guidance to all employees and contractors within functional areas of responsibility.
  - Coordinate the management of Divisional records to ensure records are maintained with consistent procedures.
  - Coordinate the proper storage, identification and labeling of records, ensuring that appropriate disposal practices are followed.
- 5. Assist, advise and monitor all contracted Liquor Store Locations in managing the inventory they sell on consignment and their daily sales to ensure effective financial operation and administration**
- Provide training to Store Managers and staff on processes and best practices
  - Perform internal reviews and monitoring services.
  - Identify problems with existing financial procedures within the operation of the stores and assist in the design and implementation of the necessary improvements.
  - Provide technical support and investigate issues with Point of Sale system regarding sales, refunds, missing transactions, daily balancing,
- 6. Provide applicable and comprehensive information and recommendations to the Director, Liquor and Cannabis Operations, Assistant Director, Policy and Legislation, Registrar and Chief Inspector and operational advice to contractors to facilitate effective and efficient financial operations by:**
- Provide monthly financial statements and other reports as they pertain to the financial activity of the NTLCC.
  - Prepare and review financial management submissions.
  - Measure, evaluate and reports on the effects of change on business activities and processes.
  - Review and analyze activities to provide advice on the financial implications of proposed projects and other general courses of action.
  - Contribute to the evaluation of financial implications of projects.
- 7. Responsible for developing and maintaining liaison with internal and external stakeholders. Work with groups to determine what reporting requirements are necessary and what information is needed to be provided from the NTLCC (or to NTLCC) on a monthly, quarterly, annual or ad hoc basis**
- GNWT:
    - Finance HQ: Corporate Services, Financial Planning, Office of Comptroller General
    - ENR – Bottle Deposits
    - Dept of Health – Social Responsibility
  - Government of Canada:
    - CRA – GST, Excise Tax,



- Office of the Auditor General
- Stats Canada
- Health Canada – Cannabis Tracking and Licensing System
- Cannabis Private Stores in the NWT
  - Training stores on reporting processes
  - Ensuring compliance and reporting
- Other Liquor & Cannabis Jurisdictions
  - OASC (CALJ) – Operational and administrative sub-committee co-members - Finance Division
- Social Responsibility
  - OASC-SR (CALJ) – Operational and administrative sub-committee co-members Social Responsibility
  - Media contacts for social messaging

**8. Responsible for the Occupational Health and Safety functions for the NTLCC.**

- Training and Orientations: Providing mandatory OHS orientation. Ensuring that all employees have access to the job specific training they require.
- Inspections and Investigations: Ensure regular workplace inspections are conducted, investigating incidents to determine root causes and prevent recurrence.
- Hazard Management: Identifying workplace hazards and implementing control measures.
- Reporting and Record-Keeping: Ensuring accurate collection and reporting of health and safety statistics, incident reports, and training records.

9. Uphold and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on the job training, including staff development in annual general objectives.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

Spends up to 6 hours each day reviewing financial reports and computer data where intense concentration is required to identify anomalies in the financial report information and data integrity.



## **Mental Demands**

This position requires extended periods of concentration during the preparation of financial statements and reports. Travel by road or air would be required for year-end audits where the person would be away from the home community.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, theories and practices of financial accounting connected to a business entity.
- Skilled in the application of general accepted accounting principles and processes generally used in the GNWT and related retail business.
- Knowledge of management and accounting practices to support a profit enterprise.
- Ability to understand and implement financial systems.
- Ability to communicate effectively with staff at all levels to provide information and related advice.
- Skills in organization and time management along with the capability of working independently to meet varied job functions and deadlines.
- Ability to analyze and evaluate complex issues and present suitable solutions for financial transactions.
- Skilled in audit preparation, variance reporting, contracts, and financial analysis.
- 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:**

Completion of a professional accounting designation, Chartered Professional Accountant (CPA) with 5 years of experience in financial management including 1 years' experience supervising staff.

Equivalent combinations of education and experience will be considered.

## **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 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