



IDENTIFICATION

Department	Position Title	
Finance	Manager, Finance and Administration	
Position Number	Community	Division/Region
15-0297	Hay River	Liquor Commission/HQ

PURPOSE OF THE POSITION

The Manager of Finance and Administration acts as the senior financial officer for the Northwest Territories Liquor and Cannabis Commission (NTLCC), by managing the financial resources in accordance with the Financial Administration Act and Regulations, all other *GNWT Acts and Regulations*, Canadian Public Sector Accounting Standards (PSAS) and Liquor Commission policy and procedure. The position carries the responsibility for financial controllership functions, such as, treasury, cash flow management, internal control, capital asset management and budgeting. 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.

SCOPE

Located in Hay River and reporting to the Director, Liquor and Cannabis Operations, NTCC, this position is the senior financial officer in the NTLCC and manages the complete financial controllership function. The incumbent directly supervises two financial positions, and the Administrative Secretary by focusing them on the goals and objectives of their positions and monitoring the outcome, providing guidance, support and feedback as necessary. The incumbent indirectly provides guidance and direction to contract personnel in the stores with regards to financial control functions. As the senior financial officer the Manager of Finance and Administration oversees the organizations annual operating budget of \$54 million and the NWT Liquor Revolving Fund \$12M. Provides financial support to the management team, and manages development and administration of the NTLCC's internal control system responsible for safeguarding the assets of the organization. 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 to communicate with external parties, including the Government Tax Auditors, GNWT analysts, and the Office of the Auditor General with regard to 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.

RESPONSIBILITIES

1. Responsible for the accounting practices, and financial affairs of the NTLCC and The Northwest Territories Liquor Licensing Board (NWTLLB).

- Interpret and apply the provisions of *the Financial Administration Act, the Liquor Act, the Cannabis Products Act* and any other applicable legislation.
- Ensures that all accounting transactions and practices are applied consistently and accurately and in compliance with GAAP.
- Initiate, develop and maintain financial records and books of accounts on NTLCC activities.
- Develop and maintains financial control procedures that accurately express the financial position of the NTLCC, and are in compliance with government standards and regulations.
- Prepares budgets and financial projections based on input from other managers.
- Prepares all financial reports, including the preparation of the financial statements.
- Controls and appraises the financial implication of all contracts and agreements.
- Coordinates and prepares the NTLCC and the NWTLLB Annual Reports.

2. 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 GAAP, policies, contracts and regulations.
- Enforce the *Liquor Act and Regulations, the Cannabis Products Act and Regulations*, as well as, policies of the NTLCC and NWTLLB as they pertain to the financial implications of liquor and cannabis retail and liquor and cannabis control operations.

3. Responsible for personnel administrative functions.

- Identifies human resource requirements and participates in the staffing and recruitment process.
- Reviews, creates and updates position descriptions as required and reviews personnel performances in areas of responsibility.

- Provides training and guidance to all employees and contractors within functional areas of responsibility.
- 4. Responsible for providing advice, guidance and support to the Director, Liquor and Cannabis Operations, General Manager/Registrar and Manager Liquor Enforcement respecting financial and accounting services.**
 - Provide monthly financial statements and other reports as they pertain to the financial activity of the NTLCC, NWTLLB, and Liquor Enforcement.
 - 5. Responsible for developing and maintaining liaison with government departments, the Office of the Auditor General and other liquor jurisdictions.**
 - 6. Responsible for the Occupational Health and Safety function for the NTLCC, NWTLLB, and Liquor Enforcement.**

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

There are no significant adverse environmental conditions that exist for this position except for the possible exposure to warehouse dust conditions while conducting a liquor warehouse inventory audit.

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

The position requires extended periods of concentration during the preparation of financial statements and reports. Year-end audits demand extended periods of concentration and overtime work. Occasional travel is also required to conduct field audits.

KNOWLEDGE, SKILLS AND ABILITIES

- The responsibilities of the position require extensive knowledge of the principles, theories and practices of financial accounting connected to a business entity.
- Responsibilities require the incumbent to have experience in the application of generally accepted accounting principles and processes generally used in the GNWT and related industries.
- The incumbent shall possess the skills and abilities to communicate effectively with staff at all levels to provide information and related advice.

- The incumbent shall possess time management skills require to meet deadlines along with the capability of working independently to meet varied job functions.

Typically, the above qualifications would be attained by:

This knowledge, skills and abilities are normally acquired through a completion of a professional accounting designation, Chartered Professional Accountant (CPA) and at least 3 years of experience in financial management.

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