



IDENTIFICATION

Department	Position Title	
Finance	Finance Officer	
Position Number	Community	Division/Region
15-0299	Hay River	Northwest Territories Liquor and Cannabis Commission

PURPOSE OF THE POSITION

The Finance Officer monitors, verifies and reconciles the entry of all transactions, balances of financial accounts and ledgers for the Liquor Revolving Fund to ensure that they are complete, accurate and performed in accordance with Generally Accepted Accounting Principles, the Government of the Northwest Territories Financial Administration Manual (FAM), the Department of Finance and Northwest Territories Liquor and Cannabis Commission's policies and procedures. Routine and systematic verification and reconciliation accounting procedures are an important part of an internal financial control system designed to safeguard assets, avoid losses and deliver accurate and timely financial reporting.

SCOPE

Located in Hay River, and reports to the Manager, Finance and Administration, this position works in cooperation with other finance, purchasing, licensing, enforcement and administrative staff as well as private retail store management, suppliers and vendors. The position impacts the integrity of the internal control processes, and influences the integrity and timeliness of the financial reports, for the Northwest Territories Liquor and Cannabis Commission (NTLCC), with approximately \$60 million of liquor and cannabis product sales annually. The incumbent ensures that the financial transactions, accounts and financial ledgers of the NTLCC are accurate and processed in a timely manner. The incumbent ensures that financial reports are accurate and produced on schedule. Verification and reconciliation processes are performed on a routine periodic basis to ensure the integrity of the financial systems and reports



RESPONSIBILITIES

- 1. Performs verification and reconciliation procedures on financial ledgers and accounts in accordance with Generally Accepted Accounting Principle (GAAP), the *Financial Administration Act (FAA)*, *Financial Administration Manual (FAM)* and relevant legislation and regulations to ensure accuracy of the financial systems and accounts for the organization.**
 - Performs monthly asset and liability account reconciliations including the bank and sub-ledgers and prepares journal entries required as a result of the reconciliation process.
 - Monitor and verifies sales reports from all retail liquor stores ensuring that they are accurate and received on a regular and timely basis.
 - Prepares account entries for general ledger.
 - Monitors and audits retail liquor store sales and inventory reports to ensure that they are accurate, complete and all entries are authorized.
 - Reviews by-weekly payroll data entry and control sheets and ensured the accuracy, completeness and timeliness of the reports and processes.
 - Reviews and examines periodically the accounts payable invoices to ensure that procedures and controls are being followed.
 - Verifies supplier statement of accounts with the accounts payable records.
 - Maintains and verifies the integrity of the information in an asset management database.
 - Participates in determining the proper accounting treatment of complex or unusual transactions.

- 2. Prepares financial, statistical and special reports for internal and external parties on a scheduled and as required basis.**
 - Assembles agency commission analysis reports and payment requisitions for approval by the appropriate signing authority.
 - Prepares statistical reports as required by Statistics Canada, suppliers and other industry partners.
 - Prepares a monthly report of bottle deposits and environmental fees collected and payment requisition for approval by the appropriate signing authority.
 - Performs a monthly analysis of the liquor inventory level in all store locations.
 - Prepares the preliminary monthly financial reports
 - Prepares payment for GST remittance, meeting the required deadlines.
 - Files federal reports on liquor and cannabis sales on behalf of NTLCC.
 - Reviews, evaluates and makes recommendations regarding the NTLCC business processes while ensuring a continuous improvement philosophy.



3. Provides support for other positions in the finance and administration section to ensure continuity of operations, and inter-positional awareness through cross training.

- Works closely with the Manager, Finance and Administration to ensure accuracy and timeliness of financial documents, payment and reporting.
- Assists the Manager with budget preparation.
- Provides technical advice to other finance and administration staff.
- 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.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Participation in the year end audit may require travel to a location outside the home community one time per year with transportation by car or plane.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of General Accepted Accounting Principles (GAAP) and experience in the application of theories and principles to recognize when complex and varied financial transactions require further investigation to ensure compliance with GNWT financial legislation, regulations or policies of other federal and territorial jurisdictions.
- Ability to interpret agreements and policies such as standing offer agreements (SOA), purchase orders and NTLCC policies and procedures.
- Ability to understand complex account concepts and procedures to complete work correctly, detect and correct problems, interpret financial reports and to understand the accounting issues necessary to deliver accurate and timely financials results and reports.
- Ability to pay attention to detail to ensure invoices are coded and calculated accurately.



- Skilled in professional office etiquette with excellent verbal and written communication skills to effectively deal with contracted store operators for both liquor and cannabis, vendor, department heads and coworkers.
- Knowledge of MS Operating Systems, SAGE, MS Office, the internet and email programs.
- Time management and organizational skills.
- Interpersonal communication skills to work effectively with various internal and external stakeholders.
- Knowledge or records management procedures to secure, maintain and archive files.
- 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 Degree with 2 years' experience in full cycle financial transaction processing.

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