



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Senior Finance Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-13701	Behchokò	Financial and Employee Shared Services, HQ/North Slave

## **PURPOSE OF THE POSITION**

The Senior Finance Officer is one of eight positions leading Headquarters teams responsible for the direct operational performance and supervision of the financial transaction processing activities of Accounts Payable/ Accounts Receivable journal entries, vendor and customer maintenance, payroll compliance and benefits administration in the Headquarters Shared Services Center. This position operates within applicable legislation, regulations, policies, procedures and guidelines.

## **SCOPE**

Located in Behchokò, the Senior Finance Officer reports The Manager, Benefits Administration. This position processes transactions through exercising delegated accounting authority for all GNWT departments and the NWT HC, Boards, Agencies and Authorities as designated by the Minister and the Comptroller General under applicable sections of the Financial Administration Act (FAA). As an Accounting Officer, it is responsible for both expenditure and disbursement control matters consistent with applicable sections of the FAA, and require strong working knowledge of the GNWT's Enterprise Resource Planning (ERP) system. The overall accountability of this position relates to the processing all forms of financial transactions through the GNWT ERP system. The position is responsible for overseeing the work of a team of up to six supporting positions.

This position is a senior resource to its team 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 Financial Administration Act.



## **RESPONSIBILITIES**

- 1. Approves processing of financial transactions (accounts payable, accounts receivable, general journal entries and employee information for compensation and benefits) 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 government policies and regulations.
  - Reviews documents to ensure adequate documentation in support of transactions and reports.
  - Reviews client signing specimen authorities to ensure appropriate expenditure authority approvals.
  - Makes recommendations to the Manager, Benefits Administration and Assistant Director 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 Financial and Employee Shared Services staff and department representatives.**
  - Provides information to department representatives on Federal and Territorial government policies, procedures, regulations and agreements to avoid non-compliance.
  - Provides leadership to Financial and Employee Shared Services 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 the Financial and Employee Shared Services 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 client departments to resolve issues related to accounting treatment, chartfield errors, and business processes.
  
- 3. Prepares and/or schedules appropriate financial transaction processing (accounts payable, accounts receivable, employee related compensation and benefit documentation) and reconciliations.**



- Determines eligibility of employees and facilitates medical travel, relocation, and ultimate removal benefits as per the respective agreements.
- Provides employees with information and answers inquiries.
- Provides assistance with travel arrangements if applicable.
- Verifies and processes reimbursement as applicable.

**4. Supervise staff to ensure an effective and efficient team.**

- Oversees the orientation of employees to the workplace including processes and procedures and the GNWT ERP system.
- Coordinates the training/learning and development plans.
- Works with the Manager, Benefits Administration and staff to set and monitor work objectives
- Coaches and motivates staff to continually maximize team performance with a continuous improvement philosophy.
- Applies active supervision by distributing duties and responsibilities to ensure the workplace runs efficiently and effectively.
- Accountable for the timely processing of all financial transactions of all GNWT departments and the NWT Housing Corporation consistent with client department service level agreements.

**5. 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 statues, 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.
- Effectively manages the off boarding transactions to ensure compliance with federal regulations and agreements.
- Responds to escalated client inquiries.

**6. Assists with reporting, planning and overall divisional support.**

- Cross-trained in critical operational activities performed by the Manager, Benefits Administration and other staff to ensure minimal disruption to services.
- Coordinates the compilation and transmission of audit sample requests.
- Assists the Manager, Benefits Administration and Assistant Director in the Main Estimates/Business planning process.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual conditions

### **Sensory Demands**

No unusual demands

### **Mental Demands**

No unusual demands

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively both orally and in writing with colleagues and clients
- Familiarity with Enterprise Resource Planning systems
- Knowledge of accounting practices through GAAP
- Ability to supervise technical work in a large-volume environment
- Proficient in the use of software applications
- Ability to read and understand relevant manuals, regulations, policies and procedures
- Organization and time management skills; ability to handle deadlines
- 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 year of supervising experience, and one of the following:

- completion of four competencies of the Canadian CPA Professional Education Program with three (3) years accounting experience.
- 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 (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