



IDENTIFICATION

Department	Position Title	
Finance	Manager, Consolidated Public Accounts Preparation and Reporting	
Position Number	Community	Division/Region
15-1387	Yellowknife	Reporting, Treasury and Risk Management/HQ

PURPOSE OF THE POSITION

The Manager, Financial Reporting is responsible for the preparation, integrity and accuracy of the consolidated and non-consolidated financial statements of the Government of the Northwest Territories (GNWT) and other financial reports and coordination of the annual audit of the GNWT's financial statements in accordance with the *Financial Administration Act and Regulations* and other relevant legislation, regulation and policies including financial reporting standards of the Public Sector Accounting Board (PSAB).

SCOPE

Reporting to the Assistant Comptroller General the Manager, Financial Reporting is based in Yellowknife. The Manager directs all aspects, from start to finish, of the GNWT consolidated and non-consolidated financial statements and other financial reporting, within the timeframe of an approved work plan and the statutory deadline for tabling of the Public Accounts. The Manager is responsible for the Environmental Liabilities account, an area that has significant potential financial implications.

The Manager ensures the accuracy of the GNWT's accounting and financial reporting system (SAM) through review and reconciliation of the general ledger accounts and is responsible for approval of account codes.

The Manager, Financial Reporting supervises five staff: Senior Financial Advisor, Financial Reporting Analyst II, two Financial Reporting Analyst I and a Finance and Administration Officer.



The incumbent ensures provision of expert professional advice, assistance, training and interpretation to departments, boards and agencies on issues relating to generally accepted accounting principles, the *Financial Administration Act*, Financial Administration Manual and the PSAB Handbook.

The work of the Manager is critical to ensuring the validity and integrity of the GNWT's financial statements which impacts the annual Audit by the Office of the Auditor General and recommendations arising from that audit

RESPONSIBILITIES

1. Manages the year-end process and preparation of the Public Accounts (including non-consolidated and consolidated financial statements and government indicators).

- Ensures that the Year-End Instruction Manual is revised to reflect current account standards for the public sector and includes new accounting policies and procedures and enhancements to existing procedures as needed.
- Ensures that revisions to the Year-End Instruction Manual are issued on a timely basis to all departments.
- Provides explanations and answers queries to ensure the departments/entities provide accurate and complete information required to comply with year-end requirements.
- Provides advice and assistance on the application of government accounting policies on complex issues.
- Coordinates and attends year-end meetings with departments to review the process, answer questions, resolve issues arising from previous years, and identify potential accounting or reporting problems.
- Reviews, discusses, approves and monitors completion of the work plans for completion of the consolidated and non-consolidated financial statements.
- Develops and implements new and changed procedures to reduce the time require for finalization of the financial statements.
- Ensures the Interim financial Report and the Public Accounts are completed and submitted for tabling with the Legislative Assembly within the legislated timeframes.
- Ensure the financial statements adhere to all current financial reporting standards and guidelines as stipulated by PSAB and other authoritative standard setters such as the International Public Sector Accounting Standards Board when required.
- Prepares the annual presentation package to assist with the presentation of the Interim financial results to Standing Committee.



- Provides advice and assistance to boards and agencies on the application and interpretation of the financial reporting standards and guidelines.
- 2. Coordinates the annual audit and acts as chief liaison with the staff of the Office of the Auditor General**
- Ensures all financial reports, schedules, analyses and working papers are provided on a timely basis consistent with the audit plan.
 - Reviews and resolves accounting and financial reporting issues raised during the audit as expeditiously as possible.
 - Ensures that senior management is advised of the status of all outstanding issues which require resolution and may impact an unqualified audit report.
- 3. Manages the monthly review, analysis and reconciliation of bank and general ledger accounts to ensure the accuracy and integrity of the government central accounting and financial system (currently SAM).**
- Ensures reconciliations are being prepared according to established procedures and accounting practices, and are being received and reviewed on a timely basis.
 - Ensures reconciliations assigned to Financial Reporting are prepared accurately and according to established procedures and accounting practices on a timely basis.
 - Ensures that staff assigned to review and prepare reconciliations are adequately trained.
 - Ensures all irregularities in reconciliations are followed up and rectified.
 - Ensures reconciliation procedures are maintained and distributed to departments as required.
 - Approves all reconciliations prepared by Financial Reporting staff.
 - Manages the general ledger reporting system by approving new accounts and changes to existing accounts ensuring the proper reporting framework is maintained.
- 4. Manages the centralized Environmental Liabilities and account and related reporting.**
- Coordinates and attends all meetings of the Environmental Remediation committee (ERC), a multi-departmental committee chaired by the Assistant Comptroller General.
 - Ensures preparation and dissemination of materials in preparation for ERC meetings and meeting notes/minutes.
 - Actions items for follow-up from ERC meetings.
 - Maintains and updates the semi-annual Contaminated Sites Inventory, including requesting and consolidating information from departments into a government-wide



- listing to support the funding needed to remediate contaminated GNWT sites.
- Prepares briefing materials and supplementary appropriation requests to the Financial Management Board (FMB) to ensure that sufficient funds are appropriated for environmental remediation.
- Ensures that information reported in the Public Accounts satisfies the audit requirements of the Office of the Auditor General of Canada.
- Advises departments of the appropriate accounting treatment of transactions relating to environmental remediation and interpretation of the standard.

5. Manages or completes special projects and related assignments.

- Conducts research and recommends changes to government accounting policies and financial reporting procedures to conform to guidelines and recommendations of the CICA, PSAB and the OAG.
- Provides advice and assistance to government departments on accounting policy and recommends appropriate account treatment for complex financial transactions.
- Reviews FMB submissions to assist FMB analysts in determining the correct accounting treatment in FMB decisions.
- Coordinates departmental responses to the Auditor General's Report to the Legislative Assembly and prepares responses for recommendations directly related to the Financial Reporting section.
- Conducts reviews and prepares responses to exposure drafts, research studies, statements of principle, invitations to comment and surveys issues by the CICA and PSAB.
- Participates in working committees affecting accounting policy and financial reporting.
- Conducts an annual review of the Government Reporting Entity (GRE) as defined in the public sector accounting standards
- Reviews the status of entities not included in the GRE based on current criteria for inclusion in the consolidated financial statements.
- Coordinates the preparation of briefing material for the Comptroller General in anticipation of hearings of Legislative Committees.

6. Directs the activities of the Financial Reporting section.

- Directs the activities and assigns the workloads for all staff in the section.
- Assists in the recruitment of, and provides training and mentoring to, section staff.
- Completes regular performance reviews of section staff.
- Reviews, approves and signs off on all work done by section staff.



- Prepares briefing notes and reports, as required, on financial reporting issues.
- Prioritizes workload to ensure statutory and other established deadlines are met.

7. Supports the work of the Financial Reporting section.

- Assists in the development of financial policies including the development of accounting policies and procedures required to conform to new recommendations of the PSAB.
- Ensures tangible capital assets of the Government are accurately recorded on behalf of all GNWT Departments.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands.

Mental Demands

The incumbent is working within strict deadlines imposed by legislation and with a high workload at peak periods. Completion of objectives is subject to cooperation and input from staff in departments, boards and agencies over which the Manager has no authority.

There are times when there is disagreement over the interpretation and application of accounting principles and guidelines and legislative requirements which can lead to challenging relationships with departmental contacts who may not agree with proposed actions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Experience applying in-depth accounting theory, Generally Accepted Accounting Principles and PSAB recommendations and guidelines (financial reporting standards for the public sector) to complex situations.



- Proficient in the preparation and interpretation of consolidated financial statements.
- Knowledge of the application of accounting knowledge in the development of accounting policy.
- Knowledge of relevant Government legislation, regulation, policies and procedures.

Skills

- 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.
- Supervisory skills including ability to motivate others to take action and give direction to others.

Abilities

- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to correctly interpret and exercise professional judgment.
- Ability to apply accounting theory and principles in the development of accounting policies and in the review of financial reports
- Ability to use various computerized accounting systems, and computer applications for spreadsheet preparation, word processing and audit application.
- 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 business degree or similar, CPA accounting designation; five (5) years' experience in public sector or public practice audit that includes preparation of consolidated financial statements and one (1) year of supervisory experience.

Equivalent combinations of education and experience will be considered.