



IDENTIFICATION

Department	Position Title	
Finance	Financial Management Officer	
Position Number	Community	Division/Region
15-14409	Yellowknife	Corporate Services/HQ

PURPOSE OF THE POSITION

The Financial Management Officer provides financial and administrative support to the Department of Finance and Department of Executive and Indigenous Affairs (Departments).

The incumbent is responsible for ensuring that financial transactions are completed in a timely manner and in accordance with Government of the Northwest Territories (GNWT) legislation, regulations, policies, and departmental procedures. The Financial Management Officer prepares and audits financial documents for accounts payable and receivable, audits government corporate credit cards, travel expense authorizations and expense claims.

The position performs complex analysis and reconciliations that requires a thorough knowledge of both accounting principles and the GNWT's System for Accountability and Management (SAM).

SCOPE

Located in Yellowknife, and reporting to the Manager, Financial Operations in the Corporate Services Division, the Financial Management Officer is responsible for preparing, verifying and processing financial documents; assisting with and auditing employee duty travel entry and processing; control and reconciliation of accounts payable; facilitating requisitions for supplies; and verification of financial transactions.

The position is a financial and technical resource to the Departments and is required to review, evaluate, and make recommendations on financial business processes.

The Financial Management Officer is responsible for: reviewing transactions; ensuring best practices have been followed and are processed in accordance with appropriate government policies; ensuring proper accounting; ensuring program managers receive proper instruction and advice, ensuring adequate documentation and support of transactions and reports; and preparing and/or schedules appropriate financial reports.



RESPONSIBILITIES

1. Provides financial and technical advice to departmental program managers.

- Prepares and processes financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
- Implements approved new procedures.
- Reviews financial documents, ensuring that required and appropriate supporting documentation has been provided with requests, reviews accuracy of coding, and/or spending authority, and verifies that an appropriation has been established.
- Provides advice to financial staff and departmental program managers on administrative policies and procedures to avoid non-compliance with acts and regulations.
- Liaises and provides information to supervisor and/or Senior Management regarding status of payments and billing matters.
- Provides coaching and leadership to new staff and clients on administrative policies and procedures to help achieve accurate and timely financial support.

2. Manages and monitors the Department's payroll distribution reports and commitment reports from the Human Resource Management System to ensure the accuracy of permanent and casual employee compensation and benefit costs, validity of active employees, and allocation of costs.

- Prepares and distributes payroll distribution and commitment reports to Department senior management.
- Identifies and actions any discrepancies on PDR and commitment reports with the Department of Human Resources.
- Prepares any adjusting entries for entry into the financial information system.
- Actions payroll corrections with pay officers or pay recoveries.

3. Supports development and administration of all headquarters and regional contract administration.

- Prepares, or provides guidance and assistance to program managers on financial requirements of contract administration including contracts awarded through invitational, public, sole source, and/or negotiated processes, including ensuring that all contracts meet government contract regulations, and accuracy of standard clauses.
- Develops and maintains tracking systems/processes related to contract administration for the Departments and monitors status of all contracts and maintains records of all contracts.
- Verifies payments on contracts are correct and conform to GNWT policies.
- Maintains an electronic file for all the departments' contracts and purchase orders for audit purposes.

4. Manages the process and maintains records for Signing Authority designations.

- Prepares signing authority's spreadsheet for approval by the appropriate authority.



- Prepares, reviews, monitors, and maintains specimen signature records.
 - Ensure specimen signature records are current and are accessible by Financial Shared Services, including records indicating when individuals are holding temporary "Acting" positions and accompanying signing authority responsibilities.
 - Assists regional staff with regional records.
- 5. Prepares and/or schedules appropriate financial reports and reconciliations.**
- Regular update and maintenance to various Departmental financial logs
 - Monthly reconciliation of departmental vouchers and corresponding invoices
 - Assists in preparation and reconciliation of monthly variance reports for review.
 - Administers and maintains the procurement cards ensures Department cardholders are aware of GNWT and Departmental policies regarding use.
 - Receives and audits invoices, employee travel expenses, GNWT credit card transactions and other requests for payments.
 - Reconciles monthly GNWT corporate credit card statements and ensures timely payment of credit card invoices. Provides pre-audit reviews of departmental credit card holder's reconciliations and ensures submission/approval in a timely manner.
- 6. Controls and reconciles incoming revenue.**
- Accepts and verifies monies received from various sources and issues general receipts.
 - Delivers all money received to Financial Employee Shared Services as required.
- 7. Prepares Department's year-end obligations for compilation of the GNWT Public Accounts in accordance with the year-end manual and the Public Sector Accounting Board standards.**
- Coordinates, prepares, and provides support with all year-end close process working papers and submissions.
 - Prepare and analyses schedules in accordance with year-end directives.
 - Prepares journal/adjusting entries, including post-closing adjustments.
 - Coordinates responses to requests for information from the Office of the Auditor General.
 - Provides assistance with the department's employee leave and termination benefit liability accounts through supporting forecasting and account reconciliations.
- 8. Provide central coordination and instruction to staff and management regarding Departmental human resources processes.**
- Monitor and maintain recruitment and terminations tracking for the Department, and coordinate with the Department of Human Resources.
 - Coordinate all government-wide system access requests in conjunction with employee commencements and terminations; and
 - Helps track transfers to/from the Department to ensure validity and accuracy of ELTB liability balances In accordance with transfer date, coordinates with other departments as necessary, and identifies adjustments to benefit liability accounts.



9. Performs other related duties as required.

WORKING CONDITIONS

Physical Demands

The physical demands on the incumbent are consistent with the typical GNWT office environment providing.

Environmental Conditions

The environmental demands on the incumbent are consistent with the typical GNWT office environment.

Sensory Demands

Attention is elevated during preparation and review of financial report/documentation.

Mental Demands

The incumbent is subjected to pressure from heavy volume workload, meeting strict deadlines and frequent interruptions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of generally accepted accounting principles.
- Working knowledge and ability to interpret the Financial Administration Act, the Financial Administration Manual and other relevant GNWT Statutes, regulations, policies, and procedures.
- Knowledge of organizational structure and management relationships.
- Experience in the use of a microcomputer and software applications such as MS Word, Excel, and computerized accounting systems.
- Ability to interpret financial statements and reports.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize time effectively and meet deadlines.
- Ability to work with people in an effective, tactful manner.
- 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 diploma with specialized coursework in accounting, plus two years of directly related experience in a financial environment.

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 record 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