



## IDENTIFICATION

Department	Position Title	
Finance	Financial Reporting Analyst II	
Position Number(s)	Community	Division/Region(s)
15-14530	Yellowknife	Office of the Comptroller General

## PURPOSE OF THE POSITION

The Financial Reporting Analyst II is responsible for the analysis of year end information provided by departments, boards and agencies of the Government of the Northwest Territories (GNWT) and the subsequent preparation of the financial statements of the Government, including assigned working papers required by the Office of the Auditor General, within the timelines established by Legislation.

The Financial Reporting Analyst II is the main position responsible for entering Tangible Capital Assets into the SAM financial system for departments.

## SCOPE

The Financial Reporting Analyst II reports to the Manager, Financial Reporting and is based in Yellowknife. This position participates in the preparation of the annual consolidated and non-consolidated financial statements within the timeframe of an approved work plan and the statutory deadline for tabling of the Public Accounts. This includes preparation of the required working papers.

The incumbent also completes inter-related sections of the consolidated and non-consolidated Public Accounts and provides assistance and guidance to the departments responsible for education and health authorities and to the authorities with respect to related party transactions. The position provides direct oversight of assigned agreements' activities to ensure assigned external reporting is accurate.

The incumbent assists the Senior Financial Reporting Advisors as a resource for departments, boards and agencies to help them identify the various sources of accounting guidance for analysis and to assist with considering all relevant accounting policies, standards and recommendations.

The incumbent is responsible for reviewing and following up on department submissions, corrections and moving into service the core GNWT's tangible capital assets valued at \$2.4 billion.

The incumbent supervises the Financial Reporting Analyst I in managing the administration of the TPSP, disbursing over \$7million annually in contribution payments

## **RESPONSIBILITIES**

### **1. Assists with the audit preparation and follow up for the Public Accounts.**

- Prepares assigned aspects of the annual year-end instructions, the annual consolidation instructions and requirements for information.
- Liaises and supports consolidated entities to ensure information is received on a timely basis consistent with the work plan for completion of the consolidated financial statements. Contacts are made with Directors of Finance of all GWNT boards and agencies.
- Provides explanations and answers queries to ensure the departments/entities provide accurate and complete information required for the consolidation process.
- Maintains a collaboration relationship with departments, board and agencies.

### **2. Assists with the Preparation of Audit Working Papers.**

- Sets up and maintains proper working files to support the consolidated and non-consolidated financial statements.
- Reviews the information received for accuracy and completeness including ensuring that inter-entity transactions, receivables and payables reconcile between entities and the GNWT System for Accountability and Management (SAM).
- Prepares assigned working papers, spreadsheets and analyses of financial information to support adjustments and information reported in the consolidated and non-consolidated financial statements.
- Assists in other areas of the preparation of the Public Accounts, as required including:
  - Preparing supplementary schedules;
  - Verifying, analyzing and compiling data received from departments; and
  - Gathering information required for the Financial Indicators.

### **3. Participates in the preparation of the Consolidated and Non-consolidated Public Accounts (financial statements).**

- Updates and maintains the consolidation data in the financial reporting and audit software utilized in the preparation of the statements (currently Caseware/Caseview)

- Contributes to continuous improvement in both the non-consolidated and consolidated procedures.

**4. Ensures continuous improvement and compliance with Public Sector Accounting Standards.**

- Documents problems and issues encountered in the audit along with the recommendations for correction action.
- Recommends changes to be included in audit working paper instructions to financial officers of departments, boards and agencies.
- Reviews the method of consolidation applied to existing entities to ensure the method used currently conforms to the latest recommendations of the Public Sector Accounting Standards.
- Assists in the development of financial policies including the development of accounting policies and procedures required to conform to new recommendations of the Public Sector Accounting and Auditing Board.

**5. Provides advice and guidance to departments, boards and agencies.**

- Provides professional accounting advice to department, board and agency staff.
- Develops and provides training to departmental staff as assigned (ie accruals).

**6. Assists in researching and preparing response to PSAS and International Public Sector Accounting exposure drafts and Statements of Principles.**

- Reviews the proposals and compares them to current GNWT accounting policies and practices.
- Prepares responses to intergovernmental surveys related to proposed changes in public sector accounting standards.
- Solicits comments from senior departmental, board and/or agency financial managers.

**7. Supports external reporting.**

- Coordinates, monitors and manages, as assigned, significant agreements received from Canada to reduce possible audit issues and accuracy.
- Meets regularly with impacted departments.
- Prepares draft external reports/claims as assigned.
- Takes appropriate follow-up action to ensure financial information is received on a timely basis.

**8. Records tangible capital assets of the Government**

- Reviews and interprets the information provided by Departments related to assets brought into service, disposed of, substantially complete, obsolete, destroyed or damaged. Verifying accuracy, backup, dates and completeness before authorizing transaction.
- Communicates and follows up on discrepancies and incomplete information.
- Pushes only authorized tangible capital assets into the SAM system

- Adjusts or removes only authorized tangible capital assets within/from the SAM system.

**9. Supports the work of the Financial Reporting section.**

- Supervise the Financial Reporting Analyst I in managing the administration of the TPSP.
- Performs other duties as required

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual mental demands.

### **Environmental Conditions**

No unusual environmental conditions

### **Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

The incumbent is working within strict deadlines 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 Analyst has no authority.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Thorough knowledge of accounting theory, Generally Accepted Accounting Principles and financial reporting requirements.
- Knowledge of the preparation and interpretation of financial statements.
- Knowledge of relevant Government legislation, regulation, policies and procedures.

### **Skills**

- Excellent 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 for working with clients in order to gain compliance with required financial procedures and to minimize conflicts.
- Ability to identify the implications of potential disclosure and/or accrual issues.
- Planning and priority setting skills.
- Demonstrated organizational and time management skills.

## 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.

## **Typically, the above qualifications would be attained by:**

Completion of a recognized accounting designation; and three (3) years of progressive accounting experience including the preparation of financial statements.

Equivalent combinations of educational qualifications and experience will be considered on an individual basis.

## **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

### **Aboriginal language:** To choose a language, click [here](#).

Required  
 Preferred