



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Manager, Financial Operations	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-1544	Yellowknife	Corporate Services/ HQ

## **PURPOSE OF THE POSITION**

The Manager, Financial Operations is responsible for providing operational advice, leadership, and management oversight in the provision of financial management and program support service to the Senior Management team for the Departments of Finance, and Executive and Indigenous Affairs (the Departments).

The incumbent is responsible for the provision of technical advice and financial services across the Departments, overseeing the day-to-day operations of the financial services processes for the Departments, and is responsible for managing the development and implementation of policies and procedures to effectively and efficiently manage these services.

This position also assumes lead responsibility and accountability for satisfying specialized and unique reporting requirements for external audit and management purposes, including the preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS).

## **SCOPE**

Located in Yellowknife and reporting to the Director, Corporate Services (Director), the Manager, Financial Operations (Manager) is responsible and accountable for providing financial operation services and advice to the Departments.

This position works collaboratively with other managers in the departments to assist with the effective fulfillment of their respective financial divisional mandates. This position is the Senior Financial Officer (SFO) for the Departments and oversees the financial support services to ensure activities are consistent with the Department's accounting systems and financial frameworks. The Manager will also be called upon to support the development of new or revised financial initiatives, including assessing and costing options.



A significant portion of the expenditures of the Departments is undertaken on a charge-back basis. The Manager must ensure that proper financial records of expenses are maintained and that proper chargebacks occur on a timely basis.

The Manager is responsible for managing the work and performance of the unit's staff.

## **RESPONSIBILITIES**

- 1. Provides comprehensive advice and information to the Director, Corporate Services, and the Departments to facilitate effective and efficient financial operations and sound financial policy development.**
  - Provides support to the Departments senior management committee in reviewing, setting, and integrating departmental work plans and priorities.
  - Analyzes and interprets financial legislation, regulations, policies, and directives issued by the control agencies of the GNWT and central agencies of the government and advises of their impact on current and proposed programs and existing management practices for the Departments.
  - Evaluates and/or recommends alternative approaches to achieve objectives consistent with the spirit and intent of the Financial Administration Act (FAA), regulations, policies, and directives of the government, including researching and recommending financial management best practices.
  - Manages and oversees the provision of sound business analysis and advice and technical framework input, i.e., GAAP, PSAS, GNWT financial policies, etc., in the development of financial information within the Departments.
  - Oversees the day-to-day management of capital and O&M expenses and revenues for the departments including the departments purchase card program, signing authorities, correcting entries, follow up with vendors/customer requests, liaise with central services, monthly reconciliation and any adhoc reporting.
- 2. Plans, manages, and oversees the preparation of specialized financial reports for external audit and other management purposes including the preparation of financial statements in accordance with GAAP and PSAS.**
  - Coordinate year-end working papers and schedules for the departments.
  - Manages and oversees the provision of all financial statements and other information required by the Office of the Comptroller General in preparing the public accounts.
  - Manages and oversees the coordination of the Auditor General's year-end review of the Departments accounts.
- 3. Oversees the financial processing of procurement and payment requests.**
- 4. Contributes to the development and maintenance of the Departments risk management framework.**



5. Oversees and coordinates telecommunications and asset control for the Departments.
6. Manages all Departmental Service Partnership Agreements and relationships with Financial Employee Shared Services, Procurement Shared Services, and Human Resources.
7. Liaises with other departments on decisions regarding lease renewals, minor renovations, new facilities acquisition, and capital projects to ensure Departmental offices have a sound environmental workplace from which to deliver their programs and services.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual physical demands.

#### **Environmental Conditions**

No unusual environmental demands.

#### **Sensory Demands**

Sensory attention is elevated during preparation and review of financial reports/documentation.

#### **Mental Demands**

This position is subject to high levels of stress related to multi-tasking and working to tight deadlines on a daily basis.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to maintain a high level of concentration and attention to detail is essential.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of and ability to apply best practices in financial and human resource management.
- Knowledge of and the ability to understand financial and human resource systems.
- Ability to read and understand legislation and regulations.
- Ability to be creative, focused on offering solutions and works well in a team environment.
- Written and verbal communication skills.
- Strategic thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities is essential.
- Ability to work with a wide range of computer applications, including word processing, spreadsheets, database, and related systems.



- Ability to work well with a diverse group of individuals.
- Ability to work to 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 university degree with specific coursework in finance or accounting, with five (5) years of related experience, including one year of supervisory experience, or experience leading a team.

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