



## IDENTIFICATION

Department	Position Title	
Finance	Intern, Financial Reporting Analyst	
Position Number	Community	Division/Region
15-15842	Yellowknife	Office of the Comptroller General

## PURPOSE OF THE POSITION

The Intern, Financial Reporting Analyst is responsible for tracking the timely and accurate submissions from departments, boards and agencies of the Government of the Northwest Territories (GNWT), and performing review and analysis of the information for compliance with the instructions issued to Departments to ensure the Non-consolidated Public Accounts adhere in all respects to Public Sector Accounting Standards (PSAS).

The incumbent administers the timely recording, reconciling and reporting of transactions related to the GNWT's Territorial Power Subsidy Program (TPSP), provides back up administrative support related to the Government's Credit card program, and provides backup support for the reconciliation of all major GNWT bank accounts.

## SCOPE

The Intern, Financial Reporting Analyst reports to the Manager, Financial Reporting and is based in Yellowknife. The incumbent is a frontline contact with all departments for year-end information relating to the Non-consolidated Public Accounts.

The incumbent is responsible for the initial review of certain financial information that is accurate and timely by analyzing, reconciling and investigating discrepancies. To facilitate this, the incumbent must maintain contacts with Departmental Directors of Finance and Administration and their staff including providing instructions and guidance to achieve corrective action and subsequent follow-up for the timely submission of valid information required for preparation of the Public Accounts and other external reporting, such as Statistics Canada.

The incumbent participates in the administration of the TPSP, disbursing over \$7 million annually in contribution payments.

## **RESPONSIBILITIES**

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

- Prepares information call letters and schedules to departmental directors of finance and administration.
- Communicates year-end deadlines to departmental directors and managers of finance and administration and follow-up as needed.
- Maintains control logs for all information received from departments and reports compliance issues to the Manager.

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

- Sets up and maintains proper working files to support the non-consolidated financial statements and post-closing adjustments.
- Prepares assigned working papers, spreadsheets and analyses of financial information included to support the GNWT's financial statements.
- Performs desk audits (including identification and investigation of discrepancies) of all contributing department information to ensure it is in balance with the Main Estimates and SAM.
- Provides explanations, answers questions and conduct follow-up to ensure departments provide accurate and complete information to the OAG.

### **3. Assists with preparation of the Public Accounts.**

- Coordinates the gathering of Supplementary Financial Statements from the GNWT's public agencies for tabling at the Legislative Assembly and posting to the Department of Finance Website.
- Participates in the final review of the complete Public Accounts, prior to printing.
- Co-ordinates the French translation of the Public Accounts and monitors for impacts on presentation.

### **4. Supports the reconciliation of GNWT bank accounts.**

- Performs backup coverage for bank reconciliations, including creating adjustments required and reviews system generated adjustments.
- With the assistance of the Manager, Financial Reporting provides guidance to department staff as required.

### **5. Supports Statistics Canada reporting.**

- Contributes to the preparation of Statistics Canada worksheets in the required format for all Directors of Finance in all departments.
- Co-ordinates the distribution, return and subsequent submission to Statistics Canada.
- Assists with the submission for completeness.

**7. Provides back-up support for the administration of corporate credit cards in the GNWT.**

- Ensures that card inquiries that may arise are dealt with.
- Ensures departments are provided information regarding declined transactions or other unusual activity.
- Facilitates any card limit changes for approval and any required action.
- Provides audit tracking reports to management

**8. Carries out other duties.**

- Provides input for improving FAM policies and SAM procedures relating to the Non-consolidated Public Accounts.
- Administers Territorial Power Subsidy Program by reviewing coding on payment vouchers, and maintaining data in a Subsidy forecasting spreadsheet.
- Provides training to staff in departments as required.
- Investigates and/or analyzes transactions as requested by Accounting Services management.
- Performs other duties as required.

**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**

- Basic knowledge of accounting theory and public sector accounting standards.
- Good written and verbal communication skills.
- Research and consultation skills.
- Ability to recognize when financial transactions require further investigation to ensure compliance with legislation, policies or standards.
- Ability to provide reliable and clear advice to financial staff in a manner that can be understood by staff that do not have formal financial training.
- Ability to use computer applications for spreadsheet preparation, word processing and databases.

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

A Bachelor's degree in accounting or in commerce, business or related discipline with a major in accounting.

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

Enrolment in the PREP or PEP level of the Chartered Professional Accountancy Program is an asset.

**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:**

- Required
- Preferred