



#### **IDENTIFICATION**

Department	Position Title	
Finance	Compliance Officer	
Position Number	Community	Division/Region
15-16788	Yellowknife	Financial and Employee Shared Services

#### **PURPOSE OF THE POSITION**

The Compliance Officer leads the review and supports the integrity of the data that has been entered into the Enterprise Resource Planning (ERP) systems and makes recommendations on ways to strengthen internal controls.

#### **SCOPE**

Located in Yellowknife, the Compliance Officer reports to an Assistant Director, Financial and Employee Shared Services.

Government of the Northwest Territories (GNWT) Financial and Employee Shared Services (FESS) is responsible for providing a range of employee and financial services for all GNWT Departments, the Northwest Territories (NWT) Health and Social Services, Boards, Agencies and Authorities, and Housing NWT.

The Compliance Officer will provide analytical review of all data entered by the Division to help support training, strengthen internal controls, and assist the Assistant Directors and Executive Director in making decisions. The position also follows up on any corrective actions required, escalates this as necessary, and provides the results of the year, on an annual basis to the Government of the Northwest Territories Internal Audit Bureau as an information item.

## **RESPONSIBILITIES**

### **1. Provide financial analysis to support the Division in strengthening internal controls and focus on continuous improvement.**

- Analyze the Division's financial processing analytics to provide the Executive Director, and Assistant Directors with the team's performance.
- Using analytical review to make recommendations to Executive Director and Assistant Directors on training initiatives.
- Provide recommendations on improvements to internal controls.
- Liaise with respective subject matter experts within Division to support development of internal guidelines.
- Facilitate the process of finalizing internal guidelines and supporting their roll out.
- Provide advice to managers on internal controls.

### **2. Provide analytical review of the Employee Services (payroll, benefits and data management) data.**

- Analyze data to provide the Executive Director, and Assistant Directors with an ongoing analysis of the team performance.
- Identify areas for training and make recommendations.
- Make recommendations for ongoing improvements.
- Liaise with Management Recruitment Services on ongoing improvements.

### **3. Audit compliance within division in accordance with the *Financial Administration Act, Public Service Act, Financial Administration Manual, Collective Agreements, Human Resources Manual policies and procedures, and other relevant legislation.***

- Audit all financial transactions and using data analytic tools to identify and correct potential errors.
- Complete various audits on transactions related to employee payroll processing and benefit administration.
- Assess financial and operational processes to ensure compliance with established legislation, policies and procedures, and contracts (i.e. Collective Agreements).
- Develop and complete reporting for the Division's Service Standard Levels to ensure standards are met.
- Provide the Executive Director, and Assistant Directors with support on updating Service Standard Levels and recommendations where they are not being met.

### **4. Support Division's role within annual audits and ongoing internal audits.**

- Review outcomes from respective audits and make recommendations for improvements.
- Liaise with the subject matter experts to facilitate improvements.
- Provide reporting to Executive & Assistant Directors on status of implementing audit recommendations.
- Report results on an annual basis of work completed to the GNWT Internal Audit Bureau as an information item.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

This position is subject to frequent changes in priorities, competing demands, and tight deadlines.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounting practices through Generally Accepted Accounting Principles.
- Knowledge of and/or the ability to acquire and apply knowledge of Enterprise Resource Planning systems and internal controls.
- Ability to communicate effectively both orally and in writing with colleagues and clients.
- Financial and analytical skills.
- Ability to interpret relevant manuals, regulations, policies and procedures.
- Ability to interpret data analytics, financial statements and reports.
- Ability to build relationships.
- Skilled in the use of software applications.
- Organization and time management skills; ability to handle deadlines.

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

A business degree with two (2) years of directly related full cycle financial transactions processing experience, OR, a degree in Human Resources with two (2) years payroll or benefit processing experience.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- ☐ 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:** Select Language

- ☐ Required  
☐ Preferred