



IDENTIFICATION

Department	Position Title	
Finance	Director, Taxation, Corporate Credit and Collections	
Position Number	Community	Division/Region
15-16917	HQ	Taxation, Corporate Credit and Collections

PURPOSE OF THE POSITION

The Director, Taxation, Corporate Credit and Collections contributes to the achievement of the Department of Finance's vision, mandate and strategic objectives by providing effective management, coordination and leadership of operations and policy development that ensure effective and accurate tax administration and audit and credit and collections for the Government of the Northwest Territories (GNWT) departments, boards and agencies and oversight of the insurance industry in the NWT through the appointment as Superintendent of Insurance.

The Director, Taxation, Corporate Credit and Collections is a member of the Departmental Senior Management and is expected to contribute broadly to the achievement of the Department's vision, goals and strategic directions through strong leadership and management activities.

SCOPE

Based in Yellowknife, the Director, Taxation, Corporate Credit and Collections reports directly to the Assistant Deputy Minister - Comptroller General. Director, Taxation, Corporate Credit and Collections is responsible for tax administration and audit, credit and collections.

The incumbent must also develop and recommend new, or changes to, existing sections of the applicable GNWT acts, regulations, policies and various GNWT to best protect the interests of consumers of insurance services.

These broad responsibility areas can significantly affect various GNWT and Department related activities. Fulfillment of these responsibilities supports legislated reporting deadlines being met, GNWT levied taxes being collected, bad debt minimized; a regulated NWT insurance industry is regulated with properly licensed agents, adjusters and insurers; and expert advice available to Departments, Boards and Agencies.

The incumbent works within a broad legislative and policy framework, and carries out their responsibilities in accordance with GNWT acts, regulations, policies, and departmental procedures that include the *Financial Administration Act (FAA)*, the Financial Administration Manual, the *Insurance Act*, the *Bankruptcy and Insolvency Act*, Tobacco Tax Act, the *Petroleum Products Tax Act*, the *Payroll Tax Act 1993*, the *Insurance Act*, and the *Property Assessment and Taxation Act* and all associated regulations.

DIMENSIONS

- Reporting Positions (direct or indirect/functional relationship)

Four (4) positions report directly to the Director, Taxation, Corporate Credit and Collections:

- Manager, Corporate Credit and Collections
- Manager, Tax Administration
- Manager, Tax Audit and Investigation
- Insurance Registries Officer

The Director, Taxation, Corporate Credit and Collections has an additional fourteen (14) indirect reports.

- Compensation & Benefits (\$)2.2 million
- Operations & Maintenance (\$)0.2 million
- Revenue (\$)160 million

RESPONSIBILITIES

1. Provides expert advice and support to the Office of the Comptroller General which includes:

- Ensures the application of, and approves the day-to-day legislated responsibilities of, the Comptroller General.
- Prepares Decision Papers, Briefing Notes and Reports as required by legislation or to meet overall Government goals and objectives.
- Manages complex special projects that have Government and Public Agency wide implications.
- Establishes and monitors goals and objectives for all areas of responsibility.
- Selects, develops, directs, trains and motivates staff in achieving all goals and objectives.

- Leads the development of all plans for human and fiscal resource requirements for areas of responsibility.
- Acts or assigns staff to act as a liaison with other governments by representing the GNWT on various inter-jurisdictional boards and committees

2. Responsible for tax administration and audit functions for various GNWT tax collection including:

- Ensures reviews, inspections, audits, investigations and seizures are conducted to make certain tax collectors and taxpayers comply with the *Payroll Tax Act (1993)*, the *Petroleum Products Tax Act*, and the *Tobacco Tax Act* by reporting and remitting their taxes promptly and accurately.
- Ensures issuance of assessments of unreported taxes, penalties and interest; and, when applicable, possible prosecutions to ensure and enforce tax collector and taxpayer compliance with the *Payroll Tax Act (1993)*, the *Petroleum Products Tax Act*, and the *Tobacco Tax Act*.
- Oversees the management of payroll, property, tobacco and fuel tax administration and collection including conducting examinations and inspect records for any purpose related to the administration and enforcement of the *Petroleum Products Tax Act (PPTA)*, the *Tobacco Tax Act (TTA)* and the *Payroll Tax Act (PTA)*; ensuring notice of property tax and administer collection of education taxes for tax-based communities under the *Property Assessment and Taxation Act (PATA)*; and to identifying and communicating grants-in-lieu, payment-in-lieu and sine die adjustments.

3. Responsible for the corporate credit and collections functions for the GNWT including:

- Ensures the timely collection of all monies due to the Government of the Northwest Territories (GNWT) to maximize cash recovery in accordance with the *Financial Administration Act and Regulations*, *Student Financial Assistance Act and Regulations*, *Bankruptcy & Insolvency Act*, *Consumer Protection Act and Regulations*, *Debt Collection Practice Regulations*, *Access to Information and Protection of Privacy Act*, *Commissioner's Land Act and Regulations*, *UNW Collective Agreement*, *Canada Revenue Agency Refund Set-Off Program*, *Creditors' Relief Act* and other relevant legislation, regulation and procedures.
- Ensures provision of credit and collection services (delinquent receivables and student loans) and provides expert advice to departments, boards and agencies.
- Ensures analysis of doubtful accounts for departments and preparation of submissions for write-offs, remission of tax and student loan arrears and forgiveness of debts.
- Leads administration of assignments of debt, processing of third party demands, maintaining customer accounts on hold for delinquent accounts and establishing set-off action.
- Assists GNWT departments with yearend allowance for doubtful accounts submissions

4. Responsible for statutory responsibilities under the *Insurance Act* as the GNWT's Superintendent of Insurance.

- Appointed by the Minister of Finance as Superintendent of Insurance pursuant to the *Insurance Act* with specific regulatory responsibilities with respect to insurance companies, agents, and adjusters.
- Ensures that insurance activities in the Northwest Territories including registration and licensing of insurers and individuals and payment of appropriate fees and taxes are carried out within the requirements outlined in the *Insurance Act* of the Northwest Territories.
- Responsible for leading amendments to the *Insurance Act*.
- Responsible for annual reporting
- Participates at related national/provincial conferences including working groups

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands.

Mental Demands

The widely diversified nature of this position requires the incumbent to complete multiple unrelated projects that are in progress simultaneously. The position involves frequent changes in priorities with conflicting deadlines and the ability to implement national changes in areas such as insurance within the resources available in a territorial setting. The incumbent must address issues while relying on the accuracy and timeliness of information from departments, boards and agencies.

The incumbent must be out of the office on travel duty several times a year in order to fully engage with Provinces/Territories and Federal colleagues related to taxation and insurance regulation.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Expert working knowledge, in a large-scale multi-location enterprise, of invoicing and collection of revenues.
- Expert working knowledge of the tax legislation/regulations/procedures

- Knowledge of the value of, and a preference towards connecting with, external service providers - insurance brokers, underwriters and actuaries and consumers of insurance services.
- Knowledge of broad GNWT financial issues, challenges and directions, and of territorial issues and social, economic and political trends in order to provide needed advice and recommendations.
- Superior knowledge of the application and interpretation of relevant legislation and regulations, directives, policies, procedures and operations manuals.
- Knowledge and application of audit principles through GAAP.

Skills

- Superior written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances while minimizing conflicts.
- Interpersonal and listening skills including the ability to discern non-verbal communication cues.
- Project management skills including demonstrated organizational and time management skills.
- Effective negotiation and communication skills
- Demonstrated supervisory skills including ability to motivate others to take action, and evaluate and give direction to others

Abilities

- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to manage multiple teams of staff working in different disciplines
- Ability to secure and manage large contracts of a diverse nature.
- Ability to work effectively within a senior management team and within diverse working groups.
- Ability to correctly interpret and analyze financial information.
- Ability to use various computerized accounting systems, and computer applications for data collection, data analysis, development models and audit application.
- 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 Bachelors degree and five years of progressive management experience in diverse financial management performing senior level responsibilities including experience with auditing and government taxation

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 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