



### **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Finance Officer	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
15-219	Yellowknife	Financial and Employee Shared Services/HQ

### **PURPOSE OF THE POSITION**

The Finance Officer reviews, verifies authorization and approves for entry all financial transactions (which are thereby processed for payment or collection), as well as selected employee information for compensation and benefits administration purposes to be entered into the GNWT's Enterprise Resource Planning (ERP) system under the applicable section of the *Financial Administration Act* and other relevant regulations, employment agreements, policies and procedures and are thereby processed for payment or collection.

### **SCOPE**

Located in Yellowknife and reporting to a Senior Finance Officer, this position is a technical resource to the Financial and Employee Shared Services and performs complex analyses and reconciliations and requires a thorough knowledge of both accounting principles and the GNWT's ERP system. This position has authority for the approval of financial and selected employee transaction processes in the GNWT's ERP system by exercising accounting authority for all expenditures and disbursement control matters, under the shared services model these responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands. Adequate documentation supporting financial transactions is a requirement of this position.

### **RESPONSIBILITIES**

- 1. Approves processing of financial transactions (accounts payable, accounts receivable, general journal entries and employee information for compensation and benefits) entered into GNWT's ERP System, pursuant to applicable Sections of the *Financial Administration Act (FAA)*. This requires monitoring of expenditure control responsibilities prescribed under the *FAA*.**

- Exercises accounting authority to specified limits on financial and related documents as per Financial Administration Manual (FAM) and Department of Finance Financial Approval Authorities delegated by the Deputy Minister and the Office of the Comptroller General.
- Exercises an internal financial control system by ensuring all expenditures and transactions comply with government policies and regulations
- Reviews documents to ensure adequate documentation in support of transactions and reports
- Reviews client signing authorities to ensure appropriate expenditure authority approvals.
- Makes recommendations to the Senior Finance Officer and Manager, Operations with respect to financial and administrative matters
- Determines individual priorities for processing transactions in a timely and accurate manner

**2. Provides financial and technical information to F&ESS staff and department representatives.**

- Assist in the development and implementation of approved business processes and operational guidelines through the continuous improvement philosophy.
- Provides information to department representatives on F&ESS business processes to assist with financial transaction processing
- Provides coaching and leadership to F&ESS staff on relevant GNWT policies and procedures to help achieve accurate and timely processing of transactions.
- Reviews, evaluates and makes recommendations regarding the F&ESS business processes while ensuring a continuous improvement philosophy.

**3. Prepares and/or schedules appropriate financial reports and reconciliations.**

- Assists in the coordination of compiling samples related to the annual audit of the GNWT's Public Accounts.
- Responsible for various monthly reconciliations pertaining to Boards, Agencies and Authorities transactions and their related adjustments or billings by the GNWT.
- Prepares financial metric reporting for monthly, quarterly and annual reports.

**4. Assists with reporting, planning and overall divisional support.**

- Ensures client revenues are receipted in the GNWT ERP System and deposited to the bank daily as per GNWT regulations and department business processes.
- Reviews, evaluates, and makes recommendations regarding the business processes and operational guidelines while ensuring a continuous improvement philosophy.
- Cross-trained in critical operational activities performed by other staff to ensure minimal disruption to services.

## **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**

- A working knowledge of GAAP;
- The ability to communicate clearly and effectively both verbally and in writing;
- Familiarity with Enterprise Resource Planning systems
- Proficient in the use of software applications
- Ability to read and understand relevant manuals, regulations, policies and procedures
- Organization and time management skills; ability to handle deadlines

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

These KSA's would normally be acquired through the successful completion of a relevant undergraduate degree with two years directly related full cycle financial transaction processing experience, OR an equivalent combination of training and experience.

## **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)**

- French required
- French preferred
- French not required