



IDENTIFICATION

Department	Position Title	
Finance	Financial Reporting Analyst I	
Position Number(s)	Community	Division/Region(s)
15-2572, 15-2534	Yellowknife	Office of the Comptroller General

PURPOSE OF THE POSITION

The Financial Reporting Analyst I is responsible for ensuring the timely and accurate submissions from departments, of the Government of the Northwest Territories (GNWT), and performing review and analysis of the information for proper accounting and disclosure to support the preparation of the financial statements of the Government within the timelines established by Legislation.

The incumbent also administers the timely recording, reconciling and reporting of transactions related to the GNWT's Territorial Power Subsidy Program (TPSP), and prepares the reconciliation of all major GNWT bank accounts and reviews and supervises all GNWT bank accounts reconciled by Government Departments.

SCOPE

The Financial Reporting Analyst I 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 financial information that is accurate and timely by analyzing, reconciling and investigating discrepancies and recommending the proper course of action to ensure the financial reporting of the Government is compliant. 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 Analyst has an oversight/review/supervisory role of multiple staff across government related to the completion of bank reconciliations (in excess of 50 accounts).

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

RESPONSIBILITIES

1. Assists 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 to support adjustments and information reported in the non-consolidated financial statements and responds directly to Office of the Auditor General (OAG) questions.
- Performs desk audits (including identification, investigation and resolution of discrepancies) of all contributing department information to ensure it is in balance with the Main Estimates and SAM and reconciles to the financial statements.
- Posts required adjusting entries into CaseWare and SAM.
- Provides explanations, answers questions and conducts follow-up to ensure departments provide accurate and complete information to the OAG.
- Assists in other areas of the preparation of the Public Accounts, as required including:
 - Preparing supplementary schedules;
 - Verifying, analyzing and compiling data received from departments; and
 - Gathering information required for the Financial Indicators.

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. This includes a thorough review to ensure high quality of the Public Accounts.
- Co-ordinates the French translation of the Public Accounts and monitors for impacts on presentation.

4. Manages the reconciliation of GNWT bank accounts.

- Prepares, reviews and approves bank reconciliations, as appropriate.
- Approves reconciling transactions created in SAM bank ledger accounts.
- Reviews and follows-up to ensure that all GNWT bank accounts are correctly reconciled in a timely manner.
- Provides guidance and training to department staff as required.

5. Supports Statistics Canada reporting.

- Prepares 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.
- Reviews the submissions for completeness and reasonableness.
- Acts as a liaison between Statistics Canada and the Departments, if further follow-up is required.

6. Provides back up support for the recording of tangible capital assets of the Government

- Reviews and interprets the information provided by Departments related to assets brought into service, disposed of, substantially complete, obsolete, destroyed or damaged. Verifying accuracy, backup, dates and completeness before authorizing transaction.
- Communicates and follows up on discrepancies and incomplete information.
- Pushes only authorized tangible capital assets into the SAM system
- Adjusts or removes only authorized tangible capital assets within/from the SAM system.

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 suggestions for improving FAM policies and SAM procedures relating to the Non-consolidated Public Accounts.
- Administers Territorial Power Subsidy Program by reviewing and approving 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 physical demands

Environmental Conditions

No unusual environmental conditions

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of accounting theory, Generally Accepted Accounting Principles and financial reporting requirements.
- Knowledge of the preparation and interpretation of financial statements.
- Knowledge of relevant Government legislation, regulation, policies and procedures.

Skills

- Good written and verbal communications skills.
- Interpersonal and listening skills.
- Research and consultation skills.
- Organizational and time management skills.

Abilities

- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to recognize when complex and varied 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 prepare financial statements.
- 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 commerce or related discipline with a major in accounting; completion of module one of the Chartered Professional Accountancy Program and two (2) years of related experience.

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

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

Aboriginal language: To choose a language, click here.

- Required
- Preferred