



IDENTIFICATION

Department	Position Title	
Finance	Office Administrator	
Position Number	Community	Division/Region
15-2763	Yellowknife	Reporting Treasury & Risk Management; Internal Audit Bureau; Enterprise Resource Planning; Taxation, Corporate Credit & Collections; Office of the Comptroller General

PURPOSE OF THE POSITION

The Office Administrator is responsible for providing a full range of administrative support services to the Assistant Comptroller General/Superintendent of Insurance and staff of the Reporting; Treasury and Risk Management Division (RTR); the Internal Audit Bureau (IAB); the Taxation, Corporate Credit and Collections (TCCC) Division and the Enterprise Resource Planning (ERP) Division; backup administrative support services for the Office of the Comptroller General (CG) and to other Finance divisions as required; to ensure the efficient functioning of the divisions and the maintenance of the divisions' professional image.

SCOPE

RTR is responsible for the development of corporate accounting procedures and policies, administration and integrity of the government's financial information systems, accounts receivable and accounts payable functions, making territorial power subsidy payments, management of the environmental liability fund, and external financing reporting.

TCCC is responsible for providing collections and credit granting functions and overall Tax Administration including Tax Audit. The incumbent may also support the Superintendent of Insurance for administration functions.

The IAB provides an independent, objective internal audit and consulting service to improve the GNWT's operations by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal controls, and governance processes.



ERP implements, maintains, and supports existing and new functionality within the GNWT's ERP solution which includes financial and human resource information systems and associated reporting and tools.

The Office Administrator is located in Yellowknife and reports directly to the Assistant Comptroller General, RTR but also supports the IAB, TCCC and ERP, providing a critical role in the operation of these divisions through:

- Direct administrative support to the directors and staff;
- Corporate credit card administration;
- Property Tax Arrears Program (PTAP) monitoring and follow up;
- Back-up support to the Directorate and other divisions as required.

RESPONSIBILITIES

1. Broad Provide administrative support services to the Assistant Comptroller General, RTR; Director, IAB (includes spending a few hours per work in IAB workspace); Director, TCCC/Superintendent of Insurance and Executive Director, ERP, and backup administrative support services to the Management Board Secretariat (MBS) divisions thereby contributing to the efficient functioning of the divisions and the maintenance of the divisions' professional image:

- Format and proofread letters, memoranda, presentations, briefing materials, Financial Management Board and Cabinet Decision Papers and other confidential material for the divisions, the Minister and Deputy Minister of Finance and ensure GNWT formats are followed;
- Act as reception and answer directors' phones as required;
- Coordinate the preparation of briefing binders and e-binders for Minister of Finance and senior management;
- Coordinate meetings as required;
- Draft routine correspondence for signature;
- Maintain the divisions' filing system (ARCS and ORCS), both paper and electronic (DIIMS), including correspondence chronos, a circulation file, a Bring Forward tracking system, an electronic mail-log system, archiving and transfer of files to storage and files updates to manuals when received;
- Maintain the Internal Audit Bureau library, including updating reference material and monitoring signed out material;
- Manage reporting systems by ensuring correspondence is completed within deadlines and maintain a filing system for divisional correspondence and other records in accordance with the departmental records management system;
- Manage the purchase of divisions' equipment and supplies, includes maintaining an inventory of office materials and supplies;



- Create requisitions for TSC software and equipment, supplies and services, warehouse stocked items, and surplus goods as requested;
 - Receive visitors, staff and telephone call inquiries appropriately;
 - Arrange meetings and training, not limited to sending out invites, securing locations, arranging equipment as needed and preparing handouts;
 - Take minutes at meetings as required;
 - Perform other duties as assigned to achieve Department goals through special projects and initiatives;
 - Order publications and other information as required.
- 2. Provides research support such as finding information and statistics, and summarizing it in tabular form or otherwise, as required to allow divisions to meet its objectives in a timely manner:**
- Use computer software packages (i.e., Excel, Power Point) to produce graphs and statistical tables for divisional publications and reports;
 - Search for background materials required for accurate, timely preparation of Ministerial letters, memorandums and briefing notes and reports as requested.
- 3. Monitor updates of the divisions' information on the Department of Finance website and SharePoint sites:**
- Responsible for ensuring the timely upload of information as requested and updating division contacts on the government's website and SharePoint sites.
- 4. Corporate credit card administration:**
- Receive, record and distribute GNWT corporate credit cards to departmental coordinators;
 - Monitor generic email for requests to change limits, initiate changes upon approval, maintain record of change status, monitor for any subsequent action and perform follow up as required;
 - Perform follow up with cardholders/coordinators to ensure awareness and appropriate actions for any fraud notifications from card supplier.
- 5. Monitor payment arranges related to the Property Tax Arrears Program (PTAP):**
- Run reports as required and review for monthly activity;
 - Send out personalized form letters after regular mail and registered mail in accordance with program requirements;
 - Prepare monthly reports on exceptions for TCCC management.
- 6. Assist other administrative staff in the Department when needed, including coverage for the Senior Administrative Coordinator desk.**



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The job involves strict deadlines. The incumbent is required to coordinate the production of documents such as the annual public accounts which involves formatting of text, tables and charts, as well as managing the contract with printers and meeting deadlines for printers and translation.

This position frequently requires short periods of concentrated thinking and has little control of work pace due to many disruptions.

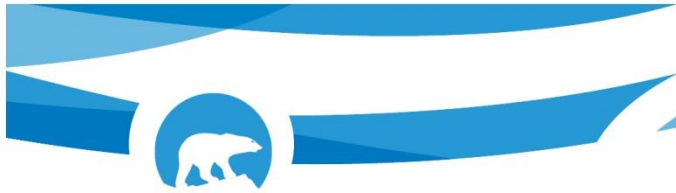
KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office procedures;
- Knowledge of basic records management policies and procedures including records disposition, records standards and records classification systems;
- Communications skills, including an appropriate knowledge of English grammar, spelling and punctuation to fairly represent the divisions and the department to outside suppliers, position applicants, other government staff and the general public;
- Time management skills to balance competing priorities in an efficient manner;
- Computer skills, including word processing, database and spreadsheets (graphs and tables);
- The ability to work independently and meet deadlines.
- 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:

Certification in office administration (one year) and one year directly related experience.

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