



## IDENTIFICATION

Department	Position Title	
Finance	Assistant Comptroller General	
Position Number(s)	Community	Division/Region(s)
15-3431	HQ	Reporting, Treasury & Risk Management

## PURPOSE OF THE POSITION

The Assistant Comptroller General 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, accurate and timely financial management including cash and banking coordination, risk management and insurance, the preparation of the Public Accounts and financial administration manual (FAM) policy support for the Government of the Northwest Territories (GNWT) departments, boards and agencies.

The Assistant Comptroller General 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 Assistant Comptroller General reports directly to the Assistant Deputy Minister - Comptroller General. The Assistant Comptroller General is responsible for a broad range of areas that are key to the effective stewardship of the financial management processes including financial reporting, risk management and insurance and managing the government's cash/debt position. The incumbent also ensures the administration of the Territorial Power Subsidy Program (TPSP); oversight of entitlements of signatories to the Devolution Agreement, the environmental liability fund, asset retirement obligations and the general ledger and controls within GNWT SAM system and subsystems. The position enforces the day-to-day legislated responsibilities of the Comptroller General.

The incumbent must also develop and recommend new, or changes to, existing sections of the applicable GNWT acts, regulations, policies and various GNWT procedures to best protect the government's financial assets and minimize the risks associated with the government's physical assets and operations. The incumbent acts as the principal in developing and updating FAM policies, which apply to departments and the broader government as defined within the *Financial Administration Act (FAA)*.

These broad responsibility areas can significantly affect various GNWT and Department related activities. Fulfillment of these responsibilities supports accurate and reliable financial information for decision making, legislated reporting deadlines being met; sufficient cash to meet GNWT obligations; risk of loss minimized in contracting; properly insured assets and operations insured; power costs of eligible NWT residents subsidized; resource revenue entitlements received by Indigenous governments; 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 *Borrowing Authorization Act*, and all associated regulations.

## **DIMENSIONS**

- Reporting Positions

Five (5) positions report directly to the Assistant Comptroller General

- Office Administrator
- Manager, Financial Reporting
- Manager, Risk Management and Insurance
- Senior Advisor Financial Policy and Corporate Control
- Investment & Borrowing Analyst

The Assistant Comptroller General has an additional nine 9 indirect reports.

- Compensation & Benefits Budget \$1.9 million
  - Operations & Maintenance Budget \$37.0 million
  - Grants & Contributions Budget \$7.1 million
  - The Revenue Budget \$0.4 million
- Investment and debt transactions typically range from \$10 to \$50 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.
  - Provides relevant and expert financial input into major issues affecting Government, boards and agencies.
  - Ensures that principles of modern comptrollership are adhered to.
  - 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 public accounts financial reporting for the GNWT Reporting Entity which includes all government departments, boards and agencies by:
  - Ensuring provision of expert professional advice, assistance, training and interpretation to departments, boards and agencies on issues relating to generally accepted accounting principles, the *Financial Administration Act*, Financial Administration Manual and the Public Sector Accounting Standards (PSAS) Handbook.
  - Advising Departmental/Board/Agency Chief Financial Officers and various senior program managers on all areas related to the *Financial Administration Act*, FAM and areas of financial and accounting policy driven by PSAS or evolving operational needs. Provides early notification of any significant problems that may arise and advise on how to deal with it.
  - Organizing and responsible for the public accounts audit including preparation and scheduling and communication with the Office of the Auditor General (OAG).
  - Supporting the preparation for the annual public hearing with the appropriate standing committee.
  - Ensures the effective direction of all aspects, from start to finish, of the GNWT consolidated and non-consolidated financial statements and other financial reporting, within the timeframe of an approved work plan and the statutory deadline for tabling of the Public Accounts.
  - Ensures the timely and accurate completion of the GNWT year-end financial reporting process and Public Accounts, including audit of same, negotiating and communicating with Departments, Boards and Agencies to achieve cooperation, timely and accurate

- information and performs analysis of complex agreements to ensure proper recording and disclosure.
- Leads the implementation of new, or changes to, sections of the GNWT acts, regulations, policies as required by changing circumstances, which apply to departments and the broader government as defined within the *FAA*.
  - Leads and supports the development and updating of FAM policies, to ensure broad financial concepts are PSAS compliant and make sense to the GNWT
3. Acts as the principal in developing and updating FAM policies, which apply to departments and the broader government as defined within the *Financial Administration Act* (FAA) which includes:
- Directs the development, implementation and monitoring of financial procedures, policies (FAM) and, accounting principles to allow the government to maintain the framework for the financial and accounting systems of the government, and to allow the implementation of changes to financial systems as conditions warrant.
  - Leads the preparation of GNWT responses to all public sector accounting proposals in order to effectively convey the GNWT's position.
4. Responsible for the effective management of the Government's cash position including:
- Ensuring the effective management of the Government's daily cash investment and borrowing positions to ensure that all departments and agencies can meet expenditure commitments and that incoming and outgoing cash and banking needs are handled with maximum efficiency.
  - Oversees the effective cash flow and investment management for the GNWT including the operation of the government's daily cash position, and administration of the government's banking agreements, banking services, and investment pool.
  - Oversight of daily banking activities in the GNWT's consolidated revenue fund.
  - Lead in development of RFP and other procurement related matters for daily banking.
  - Oversight of the GNWT VISA card program including training and manuals and internal controls.
5. Responsible for the operation of the risk management and insurance activities of the GNWT which include:
- Ensuring the risk management and insurance program is designed to mitigate the financial cost to the government of loss or damage to its assets and claims against it as a result of its activities.
  - Leads effective management of the GNWT's insurance and self- insurance programs, claims administration, loss control and property appraisal activities, coordinated across all government departments, boards and agencies.
  - Ensures the successful negotiation of the placement of the government's purchased insurance program and the identification and collection of all underwriting information to ensure the establishment of proper risk profiles and premium calculations for all lines of insurance coverage; and review and recommendation for all non-standard indemnity and limitations of liability wording in contracts.

## **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; often in accordance with agreed schedules with third parties (i.e. OAG). The position involves frequent changes in priorities with conflicting deadlines within the resources available. The incumbent must address issues while relying on the accuracy and timeliness of information from departments, boards and agencies.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Expert working knowledge, in a large-scale multi-location enterprise, of management of cash and debt, and risk management and insurance programs.
- Knowledge of the value of, and a preference towards connecting with, external service providers - banks, money markets, capital markets, credit rating agencies, insurance brokers, underwriters and actuaries, peers - provincial and territorial treasury managers and risk managers.
- Knowledge of changing market conditions and products, and application of these to the treasury environment of the government, so that policies, procedures and legislation are amended as necessary to access current market products.
- Expert knowledge of PSA Standards and extensive experience working in a large scale financial environment, including completion of complex consolidated financial statements and related note development.
- 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.
- Expert knowledge and application of audit and accounting 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, when presenting the needs of the Division to other departments/boards and agencies to obtain their support/compliance/cooperation, in contracting with service providers to obtain complete, state of the market scope of services at competitive pricing and to explain complex accounting issues to non-finance staff.
- Strong analytical 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 financial reporting.
- 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, CPA designation, and ten years of progressive management experience in diverse financial management performing senior level responsibilities, which includes public practice audit and accounting 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:** To choose a language, click here.

☐ Required  
☐ Preferred