



IDENTIFICATION

| Department | Position Title | |
|-----------------|---|-------------------------|
| Finance | Financial Management and Telecommunications Officer | |
| Position Number | Community | Division/Region |
| 15-600 | Yellowknife | Corporate Services / HQ |

PURPOSE OF THE POSITION

The Financial Management and Telecommunications Officer provides financial and administrative support to the Department of Finance and the Department of Executive and Indigenous Affairs (Departments).

The incumbent is responsible for ensuring that financial transactions are completed in a timely manner and in accordance with Government of the Northwest Territories (GNWT) legislation, regulations, policies, and departmental procedures. The Financial Management Officer prepares and audits financial documents for accounts payable and receivable, audits government corporate credit cards, travel expense authorizations and expense claims.

The position performs complex analysis and reconciliations that requires a thorough knowledge of both accounting principles and the GNWT's System for Accountability and Management (SAM).

The position also is responsible for telecommunications management for the Departments.

SCOPE

Located in Yellowknife, and reporting to the Manager, Financial Operations in the Corporate Services Division, the Financial Management Officer is responsible for preparing, verifying, and processing financial documents; assisting with and auditing employee duty travel entry and processing; control and reconciliation of accounts payable; facilitating requisitions for supplies; and verification of financial transactions.

The position is a financial and technical resource to the Departments and is required to review, evaluate, and make recommendations on financial business processes.

The Financial Management Officer is responsible for: reviewing transactions; ensuring best practices have been followed and are processed in accordance with appropriate government



policies; ensuring proper accounting; ensuring program managers receive proper instruction and advice, ensuring adequate documentation and support of transactions and reports; and preparing and/or schedules appropriate financial reports.

The incumbent liaises and coordinates services with the Technology Service Centre (TSC) and third-party entities to ensure effective communications within the two departments and that effective resources are acquired and on-going, often immediate support, is maintained to ensure business needs are being met.

RESPONSIBILITIES

1. Provides financial and technical advice to departmental program managers.

- Prepares and processes financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
- Implements approved new procedures.
- Reviews financial documents, ensuring that required and appropriate supporting documentation has been provided with requests, reviews accuracy of coding, and/or spending authority, and verifies that an appropriation has been established.
- Provides advice to financial staff and departmental program managers on administrative policies and procedures to avoid non-compliance with acts and regulations.
- Liaises and provides information to supervisor and/or Senior Management regarding status of payments and billing matters.
- Provides coaching and leadership to new staff and clients on administrative policies and procedures to help achieve accurate and timely financial support.

2. Manages and monitors the Departments' payroll distribution reports and commitment reports from the Human Resource Management System to ensure the accuracy of permanent and casual employee compensation and benefit costs, validity of active employees, and allocation of costs.

- Prepares and distributes payroll distribution and commitment reports to Department senior management.
- Identifies and actions any discrepancies on payroll distribution and commitment reports with the Human Resources division.
- Prepares any adjusting entries for entry into the financial information system.
- Actions payroll corrections with pay officers or pay recoveries.

3. Supports the development and administration of all headquarters and regional contracts and the procurement of goods and services.

- Prepares or provides guidance and assistance to program managers on financial requirements of contract administration including contracts awarded through invitational, public, sole source, and/or negotiated processes, including ensuring that all contracts meet government contract regulations, and accuracy of standard clauses.



- Develops and maintains tracking systems/processes for contract administration, monitors status of all contracts and maintains records of all contracts.
 - Verifies payments on contracts conform to contract terms and GNWT policies and are correct.
 - Maintains an electronic file for all the Departments' contracts and purchase orders for audit purposes.
- 4. Manages the process and maintains records for Signing Authority designations.**
- Prepares signing authority's spreadsheet for approval by the appropriate authority.
 - Prepares, reviews, monitors, and maintains specimen signature records (SSR).
 - Ensures specimen signature records are current and are accessible by Financial Shared Services, including records indicating when individuals are holding temporary "Acting" positions and accompanying signing authority responsibilities.
 - Assists regional staff with regional records.
- 5. Prepares and/or schedules appropriate financial reports and reconciliations.**
- Regular update and maintenance to various Departmental financial logs.
 - Monthly reconciliation of departmental vouchers and corresponding invoices.
 - Assists in preparation and reconciliation of monthly variance reports for review.
 - Administers and maintains the procurement cards ensuring Department cardholders are aware of GNWT and Departmental policies regarding use.
 - Receives and audits invoices, employee travel expenses, GNWT credit card transactions and other requests for payments.
 - Reconciles monthly GNWT corporate credit card statements and ensures timely payment of credit card invoices. Provides pre-audit reviews of departmental credit card holder's reconciliations and ensures submission/approval in a timely manner.
- 6. Controls and reconciles incoming revenue.**
- Accepts and verifies monies received from various sources and issues general receipts.
 - Delivers all money received to Financial Employee Shared Services as required.
- 7. Prepares Department's year-end obligations for compilation of the GNWT Public Accounts in accordance with the year-end manual and Public Sector Accounting Standards.**
- Coordinates, prepares, and provides support with all year-end close process working papers and submissions.
 - Prepares and analyses financial information and schedules in accordance with directives.
 - Prepares adjusting journal/adjusting entries, including post-closing adjustments.
 - Coordinates responses to requests for information from the Office of the Auditor General (OAG).
 - Provides assistance with the department's employee leave and termination benefit liability accounts through support forecasting and account reconciliations.



8. Provide central coordination and instruction to staff and management regarding Departmental human resources processes.

- Monitors and maintains recruitment and terminations tracking for the Departments, and coordinates with the Human Resources division.
- Coordinates all government-wide system access requests in conjunction with employee commencements and terminations.
- Helps track transfers to/from the Department to ensure validity and accuracy of employee leave and termination benefits liability balances in accordance with transfer date, coordinates with other departments as necessary, and identifies adjustments to benefit liability accounts.

9. Responsible for departmental telecommunications management.

- Manages Departmental Online Employee Directory and Organizational Chart.
- Works with the TSC and third-party service providers to manage and maintain departmental telecommunications.
- Oversees the acquisition, retirement, and surplus functions of telecommunications devices (such as tablets, mobile/cellular phones, and office/desk phones) and the replacement removal of other office-related assets including office furniture.
- Provides support services to telecommunication users responding to and executing requests timely and cost effectively.
- Manages assets via inventory logging, including warranty, etc., asset transfers and surplus as required in conjunction with the TSC.
- Conducts annual reviews of all attractive assets under the control, ensuring assets are not changing location without authorization and with reason for changing location.
- Ensures assets are properly safeguarded, losses are reported to management in a timely manner and the maintenance of assets is properly planned.

10. Performs other related duties as required.

WORKING CONDITIONS

Physical Demands

The physical demands on the incumbent are consistent with the typical GNWT office environment providing.

Environmental Conditions

There are no unusual environmental demands. The environmental demands on the incumbent are consistent with the typical GNWT office environment.

Sensory Demands

Attention is elevated during preparation and review of financial report/documentation.



Mental Demands

The incumbent is subjected to pressure from heavy volume workload, meeting strict deadlines and frequent interruptions.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles.
- Knowledge and ability to interpret the Financial Administration Act, the Financial Administration Manual and other relevant GNWT Statutes, regulations, policies, and procedures.
- Knowledge of tendering, contracting and financial administration in order to arrange for and facilitate the purchase of goods and services based on standard purchasing guidelines and procedures.
- Knowledgeable in providing support to clients in the daily use of telecommunications, including troubleshooting issues and resolving problems or identifying the nature of problems and forwarding them to the appropriate place for resolution.
- Knowledge of organizational structure and management relationships.
- Experience in the use of a microcomputer and software applications such as MS Word, Excel, and computerized accounting systems.
- Ability to interpret financial statements and reports.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize time effectively and meet deadlines.
- Ability to work with people in an effective, tactful manner.
- Time and project management skills along with the capability to work independently to meet the varied job functions.
- Ability to manage multiple projects and reprioritize activities, often on a daily basis.
- Ability to think analytically and relationally while solving complex problems.
- 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 diploma with specialized coursework in accounting, plus two years of directly related experience in a financial environment.

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 record 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