



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Municipal and Community Affairs	Financial Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
21-13372	Yellowknife	Corporate Affairs

## **PURPOSE OF THE POSITION**

The Financial Analyst is responsible and accountable for the Department's operational comptrollership function and operates in accordance with Generally Accepted Accounting Principles (GAAP), GNWT Acts, regulations, policies and procedures that include the *Financial Administration Act (FAA)*, the *Financial Administration Manual (FAM)*, *Contract Regulations*, the *Human Resource Manual* and various departmental policies and procedures to ensure professional standards as provided by the Public Sector Accounting Board (PSAB) are maintained. This position ensures that systems, processes and internal controls exist to manage and report on the Department's revenues and accounts. This position provides financial analysis expertise for the Department.

## **SCOPE**

The Financial Analyst is located in Yellowknife and reports to the Manager, Financial Services. This position provides analytical support in a wide variety of ways including Compensation and Benefits projections and corrections, and the monitoring of all Asset and liability GL accounts. In addition to providing financial analysis expertise for Headquarters and regional staff, the position also provides service and advice to finance staff in five regional offices (Yellowknife/Behchoko; Fort Smith/Hay River; Fort Simpson; Inuvik; and Norman Wells). This position is also expected to act as the Manager, Financial Services in the absence of the Manager.

## **RESPONSIBILITIES**

### **1. Performs the controllership function for the Department by:**

- Providing interpretations on financial matters (e.g. Financial Administration Act, Financial Administration Manual, GST tax interpretation etc.) to regional and headquarters senior managers, managers and staff;
- Analyzing and interpreting financial legislation, regulations, policies and directives issued by the control agencies of the GNWT and advising of their impact on current and proposed programs and existing management practices;
- Evaluating and/or recommending alternative approaches to achieving objectives which are consistent with the spirit and intent of the Financial Administration Act, regulations, policies and directives of the GNWT;
- Is the main contact between the department and Financial and Employee Shared Services (FESS);
- Determining the formula financing status of departmental revenues (e.g. exempt, non-exempt, partially exempt);
- Oversees the departmental monthly visa card reconciliation process;
- Coordinating the Department's year-end process;
- Coordinating information requests for all departmental financial audits (Audit Bureau, Office of the Auditor General, etc.);
- Conducts internal reviews on headquarters and regional financial activities to determine areas for improvement, weaknesses and gaps in systems and procedures etc.;
- Follows up on agreed action items to improve compliance;
- Acting as the primary liaison with the central agency Government Accounting on all financial matters; and
- Providing training to senior managers, managers and departmental staff in regions and headquarters on various financial issues as required.

**2. Participates in the ongoing financial management and control of the department's budget by:**

- Monitoring, analyzing and ensuring the integrity of the Department's geographic tracking of expenditures and revenues;
- Developing historical trend analysis on the Department's expenditures and revenues;
- Monitoring and analyzing the Department's free balance and financial reports on a weekly/monthly basis;
- Assisting in the development of the Department's business plan, Main Estimates and the ongoing management of the Department's budgets;
- Re-engineering financial practices and procedures to best meet the needs of the organization;
- Providing special projects information as required by developing graphs, charts and presentations;
- Provides training to departmental staff on a variety of financial areas (e.g. SAM, contracting procedures and protocol, Tangible Capital Assets etc.); and
- Assisting in the preparation of variance projections for the Department and analyzing variance projections submitted by senior managers and managers.

**3. Manages the payroll and balance sheet GL accounts within the department.**

- Maintains a database of Compensation and Benefits including budgets, expenses by pay period, accumulative totals, commitments, coding corrections and projections on surpluses and shortfalls;
- Makes recommendations on funding re-allocations based on financial trends and organizational trends;
- Analyzes chargeback agreements and ensures chargebacks are done;
- Reviewing monthly revenue accounts with each division and region to ensure revenues are accurately recorded and promptly collected;
- Managing the Department's general ledger accounts to ensure balances are kept current and adjustments are made in a timely manner;
- Ensuring the completion of monthly GL reconciliations;
- Acting as the Departmental SAM expert to coding problems, the preparation of financial year-end schedules for public accounts, post-closing adjustments etc;
- Developing and implementing effective management reports for senior managers and managers and ensuring that they are trained in the use of these reports;
- Ensuring senior managers and managers receive SAM reports as required, initiating new user defined reports and deleting unnecessary reports as required. Reviewing reports with senior managers and managers to see what best suits each individual area needs.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual conditions

### **Sensory Demands**

The incumbent is required to work for long periods of time at a computer and using a keyboard. This increases considerably at various times of the year such as the financial month and year-end.

### **Mental Demands**

During financial month and year-end, tight deadlines require the incumbent to be able to deal accurately and effectively with overlapping demands of their time.

Monitoring and reviewing of all regional and divisional financial matters can result in sensitive issues that have to be dealt with.

Dealing with contractors/suppliers who do not appreciate the intricacies of government accounting practices and requirements requires tact and diplomacy. By the time the discussions reach this level in the organization, contractors/suppliers may be frustrated.

Considerable tact is required in dealing with senior managers on matters requiring explanations and obtaining approvals. The incumbent may encounter stress due to demands for thoroughness and accuracy in work, often performed under strict and inflexible deadlines. The incumbent must be able to adjust to changing priorities and changing resource levels while meeting increased workloads. At times the incumbent will be required to complete unplanned projects in response to information requests and as such, she/he will need to effectively manage her/his time so that the day-to-day operational obligations are also met.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of generally accepted accounting principles;
- Knowledge of financial planning, budget development and the Main Estimates process;
- Proficiency in the use of computers, spreadsheets and in managing large databases and linkages among various large databases;
- Problem solving, analytical and evaluation skills;
- Effective management skills and the ability to work without direct supervision;
- Effective human relations skills; and
- Good verbal and written communication skills.

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

These skills are normally acquired by completion of a CPA (Canada) accounting designation or its mutually recognized equivalent or a degree in the financial field and at least five years directly related 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 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