



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Manager, Financial Services	
Position Number	Community	Division/Region
21-6364	Yellowknife	Finance and Administration

PURPOSE OF THE POSITION

The Manager, Financial Services is responsible for the Department's financial and budgetary planning, development, coordination, monitoring, and maintenance of the Department's general ledger and related accounting practices for accounts payable, revenues, inventories and fixed assets. This work is done within the context of GNWT legislation, regulations and policies and the political, social, and economic context of the NWT in a manner that directly affects the achievement of the mandate and priorities of the Department.

SCOPE

Municipal and Community Affairs (MACA) is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.

Located in Yellowknife and reporting to the Director, Finance and Administration, the Manager, Financial Services is responsible for financial and budgetary coordination for the Department, including budget development, management and analysis, implementing the Department's comptrollership requirements, and monitoring and reporting on the Department's



expenditures, revenues and accounts.

The Manager is responsible for coordinating all aspects of the Department's operations and maintenance, and revenue budgetary development and monitoring processes including main estimates, monthly variance reports and supplementary estimates. The Manager provides expert and comprehensive financial analysis, advice and information to the Director, Finance and Administration and senior management to facilitate effective and efficient financial planning and decision-making. The incumbent develops and implements departmental specific financial policies, systems and procedures and coordinates relevant information processes with senior management to support the Department's financial planning and operations requirements and to achieve the goals and objectives of the Department, while managing compliance with guidelines set out by legislation and government policies and regulations.

A key role for the position is to coordinate the timely delivery of the Department's public accounts and related reporting requirements for the Comptroller General's Office and the Office of the Auditor General, and for satisfying specialized reporting requirements for the Financial Management Board (FMB). The Manager, Financial Services is also a Director on the Northwest Territories Lottery Commission, established through the *Western Canada Lotteries Act*, to oversee the management and operation of the NWT and NU Lotteries.

The incumbent exercises full spending, payment and commitment authority, and regularly acts for the Director, Finance and Administration. This position has supervisory responsibilities for three (3) direct reports within the unit and manages a departmental budget of \$135 million.

RESPONSIBILITIES

1. Coordinates the analysis and consolidation of all financial planning, capital planning and budgetary exercises to take advantage of all expenditure opportunities, revenue possibilities and to obtain maximum value for the Department's budget and spending.

- Facilitates the development of the financial and human resource components of the departmental business plan.
- Implements the Department's main estimates and budget allocation processes through coordination with the Management Board Secretariat (MBS) and program managers.
- Implements the Department's capital plan and capital planning processes through coordination with the Management Board Secretariat (MBS) and program managers.
- Develops the briefing material for Standing Committee and the Legislative Assembly for the presentation of the Department's business plans, main estimates, capital plans, budgets and supplementary appropriations.
- Provides strategic advice and ensure consistency with broader GNWT interests and priorities, including those identified by Executive Council and the FMB.



- Coordinates research and analysis of existing program resources and anticipated needs to recommend changes including management of the preparation of confidential cost justification scenarios and development of confidential planning documents and FMB submissions, or joint FMB-Executive Council submissions, including those eliminating or expanding programs and services, as well as for restraint or reallocations.
- Provides recommendations on budget adjustments as required.
- Coordinates budgetary variance analysis and reporting.
- Manages the analysis of planned expenditures to ensure that appropriations are properly cash flowed to allow for effective cash management by the FMB.
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- Ensures capital plan funds are properly distributed, accounted for, and reported on.
- Evaluates inflation, the external environment, collective agreements, and government policies for impact on the Department and its programs and services, advising senior management accordingly, and prepares cost justification scenarios and submissions for supplementary appropriations.
- Ensures accounting and reporting of financial transactions meet year-end requirements, including statutory, generally accepted accounting standards and Financial Management Board Secretariat requirements.

2. Develops, implements and monitors departmental specific policies, systems and procedures to ensure effective financial planning and budgetary managements and efficient day-to-day financial operations.

- Develops and maintains internal processes and systems for the development of the Department's business plan, main estimates and ongoing management of the Department's budgets including capital projects.
- Develops and maintains an effective chart of accounts for the Department that ensures a reporting on financial transactions that meet statutory, organizational, management and generally accepted accounting requirements.
- Continually reviews existing unit financial analysis procedures and identifies areas for future improvement or modification.
- Performs reviews on departmental financial planning activities to ensure compliance and/or areas for improvement in systems and procedures.
- Directs the implementation of operation and budgetary systems, directives, and procedures being proposed and developed by the Department of Finance.
- Develops and implements procedures and internal systems for Tangible Capital Assets.
- Ensure all contributions are managed in accordance with GNWT or departmental policies.



3. Provides ongoing accounting operations for the department to ensure vendor accounts are managed and paid, revenues are managed and collected, and accounts are managed and reconciled to reflect the department's assets and liabilities.

- Manages the administrative framework for all third party funded projects to ensure the accounting is provided in accordance with the terms of the contract/agreement that revenues are collections and votes are reconciled for year-end accounting.
- Prepares and maintains departmental signing authorities in accordance with authorities as delegated by the Minister and FMB.
- Clears accountable advances in a timely manner.
- Ensures use of GNWT credit cards comply with all Financial Administration Manual (FAM) requirements.
- Ensures expenditures are properly approved and support the objectives of the Department.
- Identifies financial risks to the Department.
- Acts as the departmental liaison for Financial Shared Services.
- Monitors the financial activities of the Department and follows up on irregularities.

4. Provides ongoing financial management analysis, advice and information to the Director, Finance and Administration and senior management to ensure budgetary control.

- Maintains a system that ensures program managers perform a quarterly analysis and fiscal year end projections of the operations and maintenance and capital budgets.
- In conjunction with the Community Operations Division and the regional offices, ensures the allocation of community government grants and contributions are prepared and any subsequent project adjustments are completed.
- In conjunction with the Community Operations Division and the regional offices, ensures capital planning is undertaken and capital funding is allocated to meet program needs.
- Maintains a system that reports monthly analysis and fiscal year-end projections of the Department's expenditure and revenue budgets to the Management Board Secretariat.
- Coordinates the supplementary appropriation requests for the Department, including the development and review of briefing materials.
- Provides a repository of financial reports, briefing documents, and budget exercise outputs to prepare analysis and reference for future financial planning.
- Analyzes overall departmental position on an ongoing basis for the Operations and Maintenance and capital budgets and reports to senior management
- Coordinates and manages the process of FMB Submissions from researching, writing and reviewing papers from users through to the Management Board Secretariat and advises program managers of FMB decisions.
- Provides human resources reporting to senior managers, including compensation, leave records, overtime banks and any encumbrance and commitment reporting.



- 5. Provides appropriate and comprehensive advice and information to the Director, Finance and Administration, senior management and divisional and regional administration to facilitate effective and efficient financial operations and management and good financial policy development and administrative decisions.**
 - Analyzes and interprets financial legislation, regulations, policies and directives issued by the central agencies of the government and advises on their impact on current and proposed programs and existing management practices.
 - Evaluates and recommends 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.
 - Trains all departmental managers in the accessing and use of the System for Accountability and Management (SAM), as pertinent to their operations.
 - Develops and delivers training modules for all financial procedures and systems.
- 6. Carries out the procurement of goods and services for the Department through competitive tenders, contracts, standing offer agreements, and sole source contract awards.**
 - Liaises with Procurement Shared Services, Public Works and Services as required to advance procurement needs of the Department.
 - Ensures compliance with GNWT and departmental procurement guidelines.
 - Ensures accuracy of information on MACA contracts and other forms of procurement provided to the Contract Registry.
 - Develops and advertises Requests for Proposals and awards and manages contracts as necessary to retain contractors to undertake work for the Department.
- 7. Manages the human resources of the Financial Services Unit, contributes to the financial management of the unit, supports the Director, Finance and Administration, and contributes to the management of the division.**
 - Manages human resources functions including recruitment and performance management of staff reporting to the position.
 - Participates in strategic planning processes leading to the establishment of appropriate and measurable goals and objectives.
 - Effectively communicates expectations and performance objectives to staff and monitor and/or evaluate performance at regular intervals.
 - Develops staff capability through provision of ongoing advice, direction and support including provision of appropriate training or other development options.
 - Ensures staff have access to necessary resources, supplies, equipment, and information.
 - Informs staff about governmental, departmental and divisional initiatives and priorities
 - Assists in divisional budget planning and expenditure management.
 - Prepares, manages and controls the section budget by monitoring expenditures, preparing variance reports and taking corrective action as required.



- Represents the Department on GNWT committees and working groups.
- Acts as Director, Finance and Administration as and when required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Current knowledge of professional standards provided by the Public Sector Accounting Board (PSAB).
- Knowledge of financial planning and budgetary development concepts.
- Knowledge of generally accepted accounting principles.
- Knowledge of electronic accounting systems concepts.
- Knowledge of accounting procedures, generally acceptable accounting principles (GAAP) theories and practices. The ability to interpret and implement Canadian Institute of Chartered Accountant (CICA) guidelines.
- Knowledge of economic theory, principles, development, analysis, and evaluation.
- Knowledge of budget development, government budgeting processes, financial analysis and reporting, including the ability to prepare financial reports and statements.
- Knowledge of financial planning techniques and tools such as budget forecasting and variance reporting.
- Knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates, and organizational design.
- Knowledge of and the ability to apply best practices in financial and human resources management.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Organizational skills and the ability to prioritize, work to deadlines, and respond effectively to frequently changing priorities and deadlines.



- Problem solving and planning skills, including analytical and interpretive skills.
- Interpersonal and communications skills, both written and verbal, including the ability to explain complex financial concepts to people with limited or no accounting skills.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for effective delivery of various program elements.
- Attention to detail and ability to prepare and analyze complex financial information required to formulate strategic management recommendations.
- Ability to develop and deliver training material, coach and build capacity in others as well as developing relationships within the department and government to facilitate achieving goals and to increase the effectiveness of the organization.
- Ability to work with people in an effective, tactful manner.
- Ability to effectively lead, manage, supervise, mentor and motivate staff.
- Ability to work effectively with team members from a variety of backgrounds and cultures.
- Understanding of the impacts of colonization and institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the NWT population.
- 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:

Bachelor's degree in a related field, and five (5) years of experience in financial management, including one (1) year of supervisory experience.

Completion of a Canadian professional accounting designation is considered an asset.

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