



IDENTIFICATION

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

PURPOSE OF THE POSITION

The Manager, Financial Services is responsible for the Department's financial and budgetary planning, development, coordination and management, 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, Corporate Affairs, the Manager, Financial Services is responsible and accountable for the financial and budgetary coordination of the Department, including budget development, management and analysis, and implementing the



Department's comptrollership requirements, including managing and reporting on the Department's expenditures, revenues and accounts.

The Manager is responsible and accountable for managing 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, Corporate Affairs 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 manage 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 incumbent exercises full spending, payment and commitment authority, and regularly acts for the Director, Corporate Affairs. This position has supervisory responsibilities for two direct reports within the unit and manages a departmental budget of \$128 million.

RESPONSIBILITIES

1. Ensure the coordination, analysis and consolidation of all financial 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.

- Manages the development of the financial and human resource components of the departmental business plan.
- Develops the Department's main estimates and budget allocation 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, 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.
- Plans, manages and oversees the development of all briefing material on the financial impacts of the departmental business plan and manages the development of all support and briefing materials for the Minister for the Main Estimates and Capital Estimates.
- Manages the 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.
- Oversees 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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- 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 to meet year-end requirements, including statutory, generally accepted accounting standards and Financial Management Board Secretariat requirements.

2. Develop and implement 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. Provide 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. Provide ongoing financial management analysis, advice and information to the Director, Corporate Affairs 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 ensures, 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. Provide appropriate and comprehensive advice and information to the Director, Corporate Affairs, 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 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. Manage the procurement of goods and services to 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.
- 7. Manage the human and financial resources of the Financial Services Unity, supports the Director, Corporate Affairs and contributes to the management of the division.**
 - Manage human resources functions including recruitment and performance management of staff reporting to the position.
 - Participate in strategic planning processes leading to the establishment of appropriate and measurable goals and objectives.
 - Effectively communicate expectations and performance objectives to staff and monitor and/or evaluate performance at regular intervals.
 - Develop staff capability through provision of ongoing advice, direction and support including provision of appropriate training or other development options.
 - Ensure staff have access to necessary resources, supplies, equipment and information.
 - Inform staff about governmental, departmental and divisional initiatives and priorities
 - Assist in divisional budget planning and expenditure management.
 - Prepare, manage and control the section budget by monitoring expenditures, preparing variance reports and taking corrective action as required.
 - Represents the Department on GNWT committees and working groups.
 - Develop and advertise Requests for Proposals and award and manage contracts as necessary to retain contractors to undertake work for the department.



- Act as Director, Corporate Affairs 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 as provided by 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 the history, culture, political and economic aspirations of Indigenous people and other Northerners.
- 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.
- Project management skills.



- 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 independently and take initiative.
- 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.

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