



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Corporate Service Manager	
Position Number	Community	Division/Region
23-14221	Inuvik	Beaufort Delta

PURPOSE OF THE POSITION

This is a managerial position with responsibility for financial management, including processing, reporting and procurement, human resources, information management and general office administration services for the Beaufort Delta Region of the Department of Environment and Climate Change.

SCOPE

Located in Inuvik, the Corporate Service Manager (CSM) reports directly to the Superintendent, Land and Water, Beaufort Delta Region. The Manager coordinates the carrying out of all financial management and human resource functions for the Region, under the direction of headquarters Finance and Capital Planning Division. The Corporate Service Manager is responsible for information management in the regional office, under the direction of the Informatics Service Centre.

The position supports the delivery of programs by providing corporate, operational, and financial advice to the Superintendent and program managers. The incumbent manages the processing of all financial transactions and procurement originating in the region. In addition, the incumbent is responsible for ensuring the integrity of these financial transactions and maintaining internal financial controls in accordance with government legislation, policy directives and procedures.

The position supports staff who manage and administer public lands in the Region. This requires a knowledge of related acts and regulations, authorizations, policies, guidelines, and procedures. The position regularly interacts with headquarters Land Management & Administration unit and other Departmental staff, other government agencies, resource management boards, industry, other independent agencies, Aboriginal governments, special interest groups and the public.



This position works within a legislative framework which includes the *Financial Administration Act, Public Service Act, Public Service Regulations, Commissioner's Land Act and Regulations, Northwest Territories Lands Act and Regulations, Territorial Quarrying Regulations, Area Development Act and Regulations, and Mackenzie Valley Resource Management Act*. The incumbent also works within a policy framework, including the Financial Administration Manual, Human Resource Manual, Government Contract Regulations, Business Incentive Policy, Land Pricing Policy, Land Lease Only Policy, the Recreational Leasing Management Framework and various other GNWT policies. The incumbent also requires knowledge of Self-government Negotiations and Agreements.

RESPONSIBILITIES

1. Responsible for regional financial management to ensure an efficient and prudent operation in the Region.

- Financial planning, including the preparation, co-ordination and analysis of regional operating and capital budgets.
- Development of fully substantiated requests for funding, to be submitted through the supplementary or annual forced growth or initiative funding processes.
- Preparation of timely financial reports to support the Superintendent, Managers, or headquarters.
- Regional variance/forecast analysis and reporting.
- Management of the Finance and Administration budget in the Region.
- Support to the Superintendent in management of the Operations budget in the Region.
- Free balance monitoring, including commitment of funds, to ensure that budgets are not exceeded.
- Notifying headquarters Finance and Capital Planning of any expenditure shocks or any emergent expenditure that did not comply with legislation or policy.
- Preparation or coordination of all information requirements of headquarters Finance and Administration, or other divisions.

2. Responsible to ensure that all financial transactions are in compliance with GNWT financial policies and procedures, and all financial monitoring is carried out, including responsibility for:

- Compliance as an Expenditure Officer under the Financial Administration Act, including ensuring that expenditures are in accordance with the purpose for which the funding was appropriated, and funds are committed.
- Monitoring all other spending authorities in the Region, to ensure that expenditures are within their approved delegated authority.
- Managing the Region's relationship, transaction processing and document flow between the Department of Finance Financial Shared Services Centre and the Department of



Infrastructure and Services Procurement Shared Services Centre, including ensuring timeliness of all payments.

- Supervising the day-to-day processing of financial transactions to ensure finances are maintained in an effective, current, and accurate manner.
- Reconciling regional bank accounts, General Ledger accounts, revenues.
- Analyzing integrity and accuracy of recorded expenditures for the Region.
- Managing purchase/travel cards and legitimacy of all charges, and corrective action on any inappropriate or unauthorized charges, including reporting to headquarters Finance and Administration.
- Monitoring all revenue collected in the Region to ensure that proper accounting procedures are followed, including that all revenue due is collected and recorded, accurately and in a timely manner, in accordance with the *Financial Administration Act* and Financial Administration Manual directives; and ensuring that revenues reconcile to regional Lands Administration lease, land use and land disposition activities.
- Monitoring regional receivables and ensuring collection actions are undertaken by Lands Administration staff and/or Department of Finance.
- Completion of all month-end and year-end requirements for the Region and ensuring the integrity and accuracy of transactions recorded to each fiscal period, including accurate year-end accruals and cut-off.
- Managing the processing of financial documents, records and agreements related to Departmental assistance programs such as grants, contributions, and shared funding programs.
- Accuracy of geographic assignment of all revenues and expenditures for the Region.
- Responding to GNWT Audit Bureau and/or Auditor General audit requirements.
- Security of the Regional office, cash received, accountable forms, moveable/controllable assets, and any other asset at risk of loss or theft.
- Advises staff on proper procedures to follow and precautions to be taken regarding security and investigates and reports on security problems.
- Oversee the tracking of repairs and maintenance on all moveable assets in the Region to which a safety risk to regional staff or others may be attached; to support the GNWT's ability to demonstrate due diligence in ensuring the asset is in good working order and fit for service.

3. Responsible for effective human resource management and advice to the regional staff.

- Provide direction on human resource matters, under the advisement of the Department of Finance and headquarters.
- Facilitates recruitment and terminations tasks for the Region, in coordination with headquarters.
- Oversees attendance management and independent leave monitoring.



- Oversees compliance in the regional office with Occupational Health and Safety legislation and policy and emergency planning and preparedness, including appointment of a safety warden.
- 4. Provide effective information management and advice for the regional staff.**
- Responsible for regional compliance with the Administrative Records Classification Systems (ARCS) and Operational Retention Classification Schedule (ORCS) and other related policies, standards, and legislation in the Region.
 - Responsible for oversight of management of records in the Region, including preparing for Record Storage, assisting in the disposition and retrieval of records, under the direction of headquarters Informatics Records Coordinator(s).
 - Advises regional staff on issues relating to setting up record filing systems for correspondence, inventory control and statistic gathering.
- 5. Provides for efficient and consistent application of policies and procedures in the region.**
- Advises staff in the Region on the Financial Administration Manual directives, and GNWT procurement policies, and other policies and direction as appropriate and relevant, and ensures compliance.
- 6. Provide other related duties as directed by the Regional Superintendent.**
- Prepares other reports and assistance as required.
 - Provides training for operational staff in applicable areas as required.
 - Liaises with headquarters as required.
 - Liaises with the Department of Infrastructure on building repair and maintenance and other matters as required.
 - Responsible for controls over inventories of materials and supplies or other items to prevent waste, loss, or slippage.
 - Advises staff on proper security procedures.
 - Ensures that sensitive and private documents or computer data are kept secure and are made available to only authorized staff as 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

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of best practices in financial and business processes.
- Experience with financial information and reporting systems.
- Knowledge of Acts, regulations, policies, and procedures pertinent to duties and responsibilities listed.
- Skill in communicating both orally and in writing, preparing reports and analyzing problems.
- Ability to read and interpret directives, standards and legislation and provide sound advice on their meaning or intent.
- Ability to analyze and interpret financial information and initiate corrective action.
- Ability to communicate verbally and in writing to the public, industry, stakeholders, and others on a wide range of financial matters.
- Management skills, the ability to work without direct supervision, and demonstrate leadership in the delivery of financial services.
- Interpersonal and motivational skills to deal with day-to-day staff issues, as well as the interests of stakeholders within and outside of the department.
- Knowledge of and ability to use MS Operating Systems, MS Office, internet, e-mail, spreadsheets, and accounting software.
- 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:

Two years of post-secondary education in finance or business management and 5 years related 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: Select language

- Required
- Preferred