



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Financial Operations Specialist	
Position Number	Community	Division/Region
23-14242	Yellowknife	Finance/HQ

PURPOSE OF THE POSITION

The Financial Operations Specialist is responsible for providing professional financial management, accounting operations, and administrative support services to the Department of Environment and Climate Change (ECC). The position supports the effective stewardship of public resources through the delivery of sound financial advice, accurate financial reporting, and the consistent application of financial legislation, policies, procedures, and internal controls. The incumbent contributes to the development, implementation, and continuous improvement of financial and administrative business processes related to expenditures, revenues, and departmental operations.

All duties are carried out in accordance with applicable GNWT legislation, regulations, policies, directives, and professional accounting standards.

SCOPE

The Department of Environment and Climate Change promotes sustainable development of renewable resources in a diverse environment, and the sustainable use and conscientious protection of NWT land, air, water, wildlife, forests, and natural resources, as they are integral to the economic, cultural, and social fabric of life in the NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.

The Department is composed of five activities: Corporate Management; Environmental Management, Monitoring and Climate Change; Policy and Strategic Planning; Regulatory and Permitting; and Wildlife and Forest Management. These activities all include significant regional operations in the five regions of the NWT. Additionally, the Department is responsible for three revolving funds: Environment Fund, Fur Marketing Service Revolving Fund, and Mine Reclamation Fund.

The Financial Operations Specialist is located in Yellowknife and reports to the Manager,



Financial Operations in the Finance division. Along with directly supporting the five activities, the Specialist supports region and site operations by providing advice and assistance to regional office staff on relevant operational policies, systems and procedures. The Specialist assists with the development and implementation of financial systems and business processes to ensure consistency of financial operations across the Department. The position is a financial and technical resource to the Department.

The Financial Operations Specialist is responsible for ensuring that financial transactions are completed in a timely manner and in accordance with GNWT legislation, regulations, policies, and departmental procedures. This position prepares, verifies, processes 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 contributes to responses to requests from the Department of Finance, the GNWT Internal Audit Bureau and the Office of the Auditor General.

The position works collaboratively with shared service organizations and internal stakeholders to ensure financial transactions are processed accurately, efficiently, and in compliance with established requirements and carries out its responsibilities in accordance with GNWT acts, regulations, policies and procedures that includes the *Financial Administration Act*, Financial Administration Manual, Contract Regulations, *Public Service Act*, Public Service Regulations, Human Resource Manual and various GNWT policies.

RESPONSIBILITIES

1. Responsible for accounts payable, accounts receivable, expenses and revenues in accordance with government legislation, policy, directives and contract conditions.

- Ensures smooth flow of financial operation documentation between the Department and Financial and Employee Shared Services (FESS) by reviewing payment document coding for accuracy and completeness.
- Supports liaison and communications with FESS as required.
- Reviews ECC Financial Operations mailbox and allocates tasks to the region responsible. Follows up and ensures responses to inquiries and issues.
- Provides regular monitoring of all applicable contracts and oversees the input of multi-year purchase orders and change orders into SAM.
- Manages the payable cycle to ensure that payments and transactions are processed in a timely and accurate manner.
- Assists with Departmental contribution funding agreements to ensure agreements comply with the *Financial Administration Act* and Financial Administration Manual as well as regulations, policies and directives, oversee that terms and conditions of accountable advances and reporting are met, and oversee ad-hoc compliance audits on the deliverables set out in agreements.



- Provides security for all accountable forms, licenses, permits and cash received.
- Sets up project costing activities in project costing in SAM.
- Responsible for the overall administration of GNWT procurement policies, including the Business Incentive Policy and ensuring compliance with GNWT directives.
- Prepares and provides guidance and assistance on financial requirements of contract administration including ensuring that all contracts meet government contract regulations, accuracy of standard clauses, purchasing, budgeting, coding, and interpretation of financial reports.
- Prepares journal vouchers to correct coding, data entry errors, and year-end accruals with full expenditure approval authority on adjustments.
- Participates in the financial compliance program to ensure department-wide compliance with established GNWT and Departmental financial policies and practices.
- Analyzes chargeback agreements and makes accounting recommendations.
- Accepts and verifies monies received from various sources.
- Prepares bank deposits in SAM and deposits funds into various ECC accounts.
- Prepares and maintains departmental deposit files.
- Notifies ConRev of coding and allocation of direct deposit funds.
- Prepares and submits monthly bank reconciliations.
- Prepares and submits billing requests on behalf of the Department.
- Responsible for collection action on accounts receivable up to 90 days and liaises with credit and collections on these accounts.
- Works collaboratively with other positions and regional employees.
- Prepares and delivers training to staff to operate systems effectively.

2. Provides financial and technical advice to departmental staff.

- Prepares and processes financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
- Implements 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.
- Develops and delivers training modules on financial procedures and systems and provides on-the-job training.
- Acts as Finance division delegate on various IT systems- including ELP and FHMS. Deals with IT program issues, training, and working with the Department of Finance's Office



of the Chief Information Officer and Compliance and Officer Services division on required program updates.

3. Departmental credit card administrator.

- Maintains a listing of all departmental credit card holders.
- Reviews and submits all credit card applications in the US Bank online banking system.
- Administers and maintains the credit card holder agreements and provides training to cardholders to ensure they are aware of GNWT and departmental policies regarding use.
- Coordinates departmental visa reconciliations and assists with the approval of all credit card transactions posted to SAM.
- Reviews all credit card transactions for correct coding and supporting documentation.
- Monitors for credit card policy compliance and reports any unauthorized use to the appropriate supervisor for corrective action.

4. Responsible for financial reports and reconciliations.

- Consults with program managers to design and develop meaningful financial reports and updates and distributes these to the program managers for regular review.
- Monthly reconciliation of vouchers and corresponding invoices, travel authorizations, expense reports, bank reconciliations and billings.
- Provides support with all year-end close process working papers and submissions in accordance with the year-end manual.
- Prepare and analyses schedules in accordance with year-end directives.
- Examines financial activities, reports and trends to identify and address problem areas. Contributes to accounting reviews including the Auditor General, GNWT Audit Bureau, and various Government of Canada divisions.

5. Contributes to preparation of planning documents.

- Assists in preparing briefing materials for the Deputy Minister and Minister.
- Assists with Financial Management Board (FMB) submissions.

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 financial accounting and planning techniques and tools such as budget forecasting, variance analysis and spreadsheet work, Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS).
- Knowledge of internal financial and accounting controls.
- Knowledge of financial statement and financial report preparation and interpretation.
- Accounting, problem solving, mathematical, evaluation, and analytical skills to interpret and apply accounting concepts and financial terms of contracts and funding agreements.
- Knowledge of financial theories, principles and processes, particularly in relation to funding and expenditures analysis.
- Ability to understand GNWT organizational structures and management relationships.
- Skilled in the use of computers, spreadsheets, managing large data sets and making linkages among various sources of data.
- Skilled in computer-based accounting applications, word processing, databases, and spreadsheet applications, communication software and other accounting software.
- Communications skills (written and verbal) and interpersonal skills.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize and meet tight deadlines.
- Analytical skills to manage or evaluate project results against objectives.
- Ability to design and develop financial procedures.
- Ability to understand legislation, regulations, policies, and procedures.
- Ability to use a systematic approach to solving problems independently.
- Ability to interpret and prepare financial statements and reports.
- Ability to communicate clearly and effectively both verbally and in writing for day-to-day duties as well as for presentations and providing instruction/training.
- 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:

Post-secondary Diploma in finance or business, with two years relevant 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