



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Regional Senior Corporate Services Officer	
Position Number	Community	Division/Region
23-155	Fort Simpson	Dehcho

PURPOSE OF THE POSITION

The Regional Senior Corporate Services Officer is responsible for the financial management and administrative and support services for the Region. The Regional Senior Corporate Services Officer must comply with professional standards as established by the Public Sector Accounting Board (PSAB).

This position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT (Government of the Northwest Territories) acts, regulations, policies, and procedures that includes the *Financial Administration Act*, the Financial Administration Manual, Contract Regulations, *Public Service Act*, Public Service Regulations, the Human Resource Manual and various GNWT policies.

SCOPE

Located in Fort Simpson and reporting to the Dehcho Regional Superintendent, Wildlife and Forest Management, the Regional Senior Corporate Services Officer supports the delivery of programs by providing corporate, operational, and financial advice to the Regional Superintendent and program managers. The incumbent receives day to day direction from the Superintendent.

RESPONSIBILITIES

1. Provides effective financial management and advice for the region.

- Provides financial analysis in the preparation of funding requests from the region through the Business Planning of Supplementary Appropriation process.
- Fulfills Finance & Administration budget responsibilities in the region.



- Participates in the preparation, co-ordination, and analysis of O&M (Operations and Maintenance) and Capital budgetary submissions to ensure regional requirements are forecast and monitored accurately.
- Provides historical analysis and forecasting for program staff in preparation of budgets and work plans.
- Carries out budget control to ensure regional program activities are not over expended by monitoring expenditures and commitments.
- Reconciles monthly expenditure and encumbrance reports to ensure transactions are posted and legitimate.
- Prepares financial reports and analysis for program staff for the preparation of variance reports and forecasting.
- Investigates and follows up on outstanding variance issues and ensures corrections are made as required.
- Provides financial advice in the development and writing of financial documents such as contribution agreements.
- Sets up activities in project costing in GNWT's financial system SAM (System for Accountability and Management) when required.
- Conducts regular reconciliations on general ledger accounts.
- Exercises signing authority on the Extra Fire Fighter payroll bank account when required.
- Exercises expenditure authority for the division pursuant to Section 83 of the *Financial Administration Act*.
- Carries out any required month-end responsibilities including reconciliation of the Revenue Transfer Account.
- Carries out any required year-end responsibilities, reporting to Finance & Administration at headquarters (HQ).
- Reconciles amounts due to the GNWT from funding agreements, such as Projects on Behalf of Others.

2. Provides for efficient and consistent application of policies and procedures in the region.

- Responsible for the overall administration of GNWT procurement policies, including the Business Incentive Policy (BIP) and ensuring compliance with GNWT directives.
- Interprets the Financial Administration Manual's (FAM) policies and regulations for all staff members to ensure that proper procedures are adhered to.
- Monitors and reports to the Superintendent regarding instances where improvement in compliance with procedures by regional staff is required.
- Coordinates records management for the region; preparing records for storage, assisting in the disposition and retrieval of records, advising regional and district staff on issues relating to setting up record filing systems for correspondence, inventory control and statistics gathering.



- Advises all regional and district staff on proper procedures and policies to ensure that administrative duties will be expedited in an efficient and effective manner.
 - Advises regional and district staff on issues relating to setting up record filing systems for correspondence, inventory control and statistical gathering.
 - Investigates and reports on security problems.
 - Ensures that all vendor returns for the designated regions are entered into LISIN (Licensing Information System) in an accurate and timely manner:
 - Provides oversight and supervision for the Administration Clerk.
- 3. Ensures that all vendor returns for the designated regions are entered into LISIN (Licensing Information System) in an accurate and timely manner.**
- Provides oversight and supervision for the Administration Clerk.
 - Ensures revenue for licenses is received and recorded correctly.
 - Ensures that licensed vendors are following proper procedures regarding accounting of forms, completion of return and submission of revenues.
 - Follows up with other Regional Corporate Services Officers as required.
- 4. Works with the Department of Industry, Tourism, and Investment (ITI) on the delivery of the Fur Pricing Program as per the ECC/ITI protocol agreement.**
- Establishes separation of duties with the regional ITI finance staff.
 - Ensures all promissory notes are entered correctly in SAM.
 - Reconciles information after each fur sale and ensures entries are made so that trappers receive their payment as per Fur program policy.
 - Reconciles the deposit clearing account following each fur sale.
 - Maintains files and records for trappers.
- 5. Controls and reconciles all incoming revenue to ensure that revenues are secure and accounted for.**
- Receives public monies from debtors, suppliers and contractors.
 - Provides receipts for public monies.
 - Conducts daily reconciliations of cash receipts to verify cash payments.
 - Records customer payments into the GNWT financial system SAM, prepares the appropriate accounting entries, and prints the deposits.
 - Prepares the Bank Reconciliation.
- 6. Administers Corporate Credit Cards for the Region.**
- Maintains an accurate listing of all regional credit card holders.
 - Coordinates regional applications with the Corporate Services Officer at Headquarters.



- Administers and maintains the credit cards and ensures cardholders are aware of GNWT and Departmental policies regarding use.
- Reviews and approves all transactions for correct coding and confirms with Managers for expenditure authority.
- Monitors for compliance to requirements and reports any unauthorized use to the appropriate supervisor for corrective action and, if necessary, the Director, Corporate Services.

7. Other.

- Maintains a petty cash fund for the region, if required.
- Assists with the training of program staff on the GNWTs financial system, SAM.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

Attention to detail and accuracy is required for all reconciliations and accounting transactions.

Mental Demands

Meeting deadlines and continual mental effort and concentration is required in this role.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of PSAB standards and GNWT financial processes and procedures.
- Knowledge of office administration and accounting procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Interpersonal skills.
- Ability to work well with others.
- Ability and adherence to GAAP (general accepted accounting principles).
- Analytical and problem-solving skills.
- Decision-making skills.
- Verbal and listening communication skills.
- Attention to detail and high level of accuracy.
- Organizational skills.



- Computer skills including the ability to operate spreadsheet and word- processing programs and generate reports.
- Time management skills.
- Knowledge of financial and administrative policies and practices.
- 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:

Diploma in finance or business with three years of finance and accounting 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