



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Capital and Federal Agreement Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-403	Yellowknife	Finance/HQ

## PURPOSE OF THE POSITION

The Capital and Federal Agreement Analyst (Analyst) coordinates the budget development and financial planning, analysis, and reporting for infrastructure projects and cost-shared federal agreements in accordance with Government of Northwest Territories (GNWT) acts, regulations, policies and departmental procedures and professional standards as established by the Public Sector Accounting Board (PSAB).

## SCOPE

Located in Yellowknife and reporting to the Manager, Capital Planning and Federal Agreements (Manager), the Capital and Federal Agreement Analyst provides budgetary, accounting and program information and support to the Senior Management Committee (SMC) and the various divisions within the Department of Environment and Climate Change (ECC; Department). The Analyst collaborates with staff across the Department, as well as staff from other departments to coordinate and obtain input to undertake associated planning, implementation, monitoring, reporting, and other financial requirements.

The Department of Environment and Climate Change is mandated to manage land, water, air, wildlife, and forests and lead and coordinate the Government of the Northwest Territories in understanding and adapting to a changing climate. This includes promoting, planning, and supporting the wise and sustainable use of natural resources, and protecting, restoring, and stewarding the environment for the social and economic benefit of all Northwest Territories (NWT) residents, while maintaining ecosystem health.

To achieve this mandate, ECC 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 Analyst supports the department secure new federal funding with the Government of Canada and is responsible for the administration, documentation, analysis, and planning of those agreements in collaboration with the applicable divisions.

The Analyst collaborates with the Manager, Capital Planning and Federal Agreements regarding existing and potential federal agreements, including the coordination of funding applications and ensuring that all implementation, monitoring, and reporting requirements are met. They collaborate with staff across the Department, as well as staff from other departments to undertake associated planning, implementation, monitoring, reporting, and other financial requirements of all cost-shared agreements and infrastructure projects.

The Department has an appropriated operations and expenditure budget exceeding \$133 million, \$25 million in capital and \$23 million in federal cost-shared revenue.

## **RESPONSIBILITIES**

### **1. Analyzes and consolidates all Departmental capital and federal cost-shared revenue budgetary development exercises.**

- Monitors the financial expenditures of the projects and report progress on projects for all agreements between the Government of Canada and ECC.
- Prepares briefing notes, financial analysis and other supporting documents for use by the Minister and Deputy Minister and in response to decision makers such as the FMB, Standing Committee and the Legislative Assembly.
- Assists divisions with annual project reporting to the federal government to fulfill GNWT requirement for federal funding eligibility for strategic infrastructure projects.
- Conducts retrospective analysis of completed funding agreements to inform decision makers of trends and opportunities for improvement in future agreements.
- Plans and prepares the capital briefing binder for the use of the Minister, Deputy Minister and Director of Finance.
- Prepares and analyzes the annual capital budget and 20-year needs as part of the Infrastructure Acquisition Plan to develop appropriate estimates of planned and potential capital projects and ensure they are cash flowed correctly.
- Prepares required documentation for infrastructure carry-overs and budget transfers including interactivity transfers.
- Works in collaboration with the Department of Infrastructure (INF) and Manager, Financial Planning to develop capital plans and provides recommendations and expert advice on long and short-term infrastructure requirements.
- Provides instruction and data to each program manager and co-ordinates each departments annual cash flow requirement for revenue and capital projects.



- Makes recommendations and analysis to the Director of Finance and Manager, Financial Planning and Federal Agreements, to improve capital and revenue processes.
- Maintains an effective chart of accounts for the Department's revenue and capital projects that ensures all reports on financial transactions meet statutory, organizational, management and generally accepted accounting principles and requirements.

**2. Applies financial and technical expertise in the preparation of Financial Management Board (FMB) Submissions on a regular basis.**

- Prepares submissions, including planning and prioritizations, on federal funding agreements, including ensuring that northern realities such as the increased costs of construction, relative to the south and the northern infrastructure deficit are given consideration.
- Writes FMB submissions, based on conclusions and recommendations made as a result of the data analyzed and information collected from program experts.
- Performs ongoing analysis and costing to inform and write FMB submissions to substantiate the ongoing need for funding previously approved.
- Monitors spending to ensure compliance with FMB directions with regards to funding approved.
- Reviews the financial data sections of each Financial Management Board submission to ensure that all costs are reasonable and complete.
- Reviews FMB decision papers from program managers and prepares analysis and recommendations.

**3. Provides ongoing financial management analysis, advice, and information to the Director of Finance and Manager, Financial Planning to ensure budgetary controls and management are adequate.**

- Prepares and analyzes monthly capital and revenue variance reports with program managers and perform regular analysis and fiscal year end projections for revenue and capital budgets.
- Reconciles federal cost shared revenue for the Main Estimates.
- Works with program managers in both ECC and other GNWT departments to address information gaps, inaccuracies, etc. and if agreement is not reached, recommending corrective action to the Manager, Financial Planning.
- Provides training to program managers in the use of budget management tools such as financial system inquiry, queries and reports, variance analysis, and forecasting.
- Reviews various financial system management reports on a monthly basis; advises program managers in each department; is the main contact for any information gaps, inaccuracies and takes or recommends corrective action.
- Prepares quarterly capital budget adjustments and inter-activity transfers over 250k for presentation to the FMB.



- Assists with field inspections and site visits as necessary to ascertain needs, status, and condition of existing facilities.
- Undertakes research of appropriate standards from other jurisdictions and assess application and appropriateness for facilities in the NWT, particularly related to emergencies and wildfire requirements.
- Assists with the preparation and revision of ECC's Capital Procedures Manuals and ensures manual remain current and up to date.
- Ensures the Controllable Capital Assets requirements continue to be current and relevant.
- Provides advice, support and guidance to other departmental staff on capital planning issues as it relates to federally funded infrastructure and other agreements.

**4. Reviews and Maintains the Department's Tangible Capital Asset accounts.**

- Ensures capital projects are capitalized when required and all accounting entries are correct and entered properly into GNWT's financial system, SAM (System for Accountability and Management).
- Reconciles continuity schedules for tangible capital assets (TCA) and work in progress for year-end reporting and as required.
- Assists in calculating amortization expense, work in progress, capital asset additions and disposals and Deferred Capital Contributions for the Department and Activity Summaries for the Capital Main Estimates.
- Ensures inventory is verified annually by regional operational staff and that any required corrections are made in the financial system.

**5. Prepares reporting for Public Accounts**

- Prepares various year end reports and schedules for the Public Accounts including cost-shared revenue transfer payments, deferred revenue, accrued liabilities and receivables, capital work in progress, and capital assets.

**6. Assists with the preparation of information for consideration by the Minister, Premier, Financial Management Board, Executive Council and committees of the Legislative Assembly as required.**

- Researches, analyzes and prepares presentations and Executive Council and Financial Management Board submissions and, where appropriate, develops options and recommendations.
- Prepares and coordinates intra- and inter-Departmental input into correspondence and briefing materials, consistent with Departmental processes and procedures and deadlines for approvals and 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 and Generally Accepted Accounting Principles (GAAP).
- Knowledge of GNWT organization and management relationships.
- Knowledge of database management.
- Knowledge in word processing, spreadsheet and presentation software, database, use of the internet and electronic communication
- Organizational skills.
- 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 prepare and run system generated reports.
- Ability to interpret and prepare financial statements and reports.
- Ability to interpret and apply applicable financial policies.
- Interpersonal skills to facilitate capital planning and project decision-making, manage conflicts, negotiate solutions, and resolve disputes to promote sound planning.
- Analytical skills to manage or evaluate project results against objectives.
- Specialized knowledge of financial theories, principles and processes – particularly in relation to funding and expenditures analysis.
- Decision making ability to manage timely progress within objectives.
- Ability to work under extremely tight deadline and changing priorities.
- Ability to prioritize and manage work to meet competing and often tight deadlines.
- 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:**

Completion of a university degree in accounting, finance, or business administration supplemented by enrollment and half completion of a Canadian professional accounting designation (CPA, CMA, CGA, or CA), and three (3) years of directly related work 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