



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Wildland Fire Administrative Finance Officer	
Position Number	Community	Division/Region
23-4845	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Wildland Fire Administrative Finance Officer (Officer) is responsible for the wildland fire financial management and administrative support services for the fire operations program in the Forest Management Division (Division). The position is responsible for the implementation of operational programs, processes and procedures related to wildland fire finance, procurement, and information distribution. This position works within a legislative and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories (GNWT) 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*, *Forest Protection Act*, and various GNWT policies.

## SCOPE

Located in Fort Smith and reporting to the Manager, Fire Operations (Manager), the Wildland Fire Administrative Finance Officer supports the delivery of corporate, operational, and financial programs within the wildland fire management program. The Officer is provided with additional, specific direction by the Manager, Program & Support Services regarding financial and corporate management. The Officer is the lead on matters related to wildland fire administration and procurement for five administrative regions and the divisional headquarters during the fire season (from April to October).

The Wildland Fire Administration Finance Officer is responsible for the accuracy and maintenance of statistical wildland fire information contained within the EMBER data system. The accuracy of the information found within EMBER supports decision makers in managing a suppression budget that varies according to season, ranging from \$13 million and up.



## **RESPONSIBILITIES**

### **1. Provides effective financial administration for the wildland fire program.**

- Guides the development and implementation of financial processes, procedures, and operating guidelines for the fire management program.
- Provides financial and statistical reporting and analysis of wildland fire programs for budget submissions and planning purposes.
- Develops and carries out budget control audits to ensure wildland fire program activities are not over-expended, including reviewing and reconciling expenditures and commitments located in both SAM and EMBER systems.
- Develops and oversees systems for monitoring all daily and weekly expenditures related to imported or exported wildland fire personnel.
- Investigates and follows up on outstanding financial issues to ensure corrections are made as required.
- Oversees fire administrative staff in the creation of financial documents such as sole source, requisitions, or purchase orders.
- Exercises expenditure authority for the division pursuant to Section 83 of the Financial Administration Act.
- Fulfills Corporate Services budget responsibilities in the Division including monthly and annual reconciliation and reporting functions.

### **2. Provides for efficient and consistent application of policies and procedures for wildland fire operations.**

- Administers the creation of procedures and processes related to wildland fire financial and fire information administration.
- Provides leadership and direction to regional and divisional staff on procedures and processes related to Procurement Shared Services, Financial Shared Services, and the Financial Administration Manual's (FAM).
- Provides information and guidance to wildland fire regional and divisional staff to ensure adherence to proper procedures and processes.
- Coordinates regional and territorial record management storage, disposal and disposition of fire operations documents and files.
- Monitors and reports to the Manager, Fire Operations regarding instances where improvement in compliance with procedures by regional staff is required.

### **3. Responsible for the EMBER fire information system.**

- Coordinates with Informatics, contractors and technical specialists on the development and maintenance of the EMBER fire information system, including capital projects related to EMBER.
- Provides monitoring procedures to ensure that all daily and weekly fire information entered into EMBER is accurate and up to date.



- Provides security and administrative controls to the EMBER system ensuring access, accountability and administrative components are accurately maintained.
- Directs contractors, Informatics and Technology Service Centre in addressing troubleshooting errors, and ensures system corrections are completed.
- Participates in the implementation of best practices for application management, including controls for moving from development to test and production environments.
- Leads the development of training material and training programs for end-users on the proper usage of EMBER including input of data, creating queries, forms and reports, and customizing reports.
- Oversees the program for EMBER technical support in the form of written user- manuals and help desk services.
- Coordinates daily fire information transfer to territorial and national agencies.
- Recommends improvements to business processes based on continuous improvement philosophy.

**4. Oversees the maintenance of Extra Fire Fighter Personnel (EFF) payroll records and payroll liability accounts.**

- As only one of two positions in the GNWT that do EFF payroll, this position reconciles the EasyPay payroll system pay and liability reports for weekly payrolls for any EFF hires in any of the five regions or headquarters. The EasyPay payroll system is a stand-alone payroll program only Forest Management Division uses.
- Audits and verifies transactions in the EasyPay payroll system to EMBER hiring approvals and regional timecards.
- Reviews direct deposit file and transmits to the bank ensuring accurate and timely payments to all employees.
- Responsible for transactions that are more complex or time sensitive in nature, including meeting deadlines for accelerated receiver general submissions.
- Actions and monitors all third party demands on employees, processes payroll recoveries from the GNWT and authorized third parties; ensures the GNWT and third party receive deducted funds.
- Exercises signing authority on the Extra Fire Fighter payroll bank account when required.

**5. Supervises casual staff to ensure an effective and efficient team.**

- Provides orientation of employees to the workplace that includes but not limited to wildland fire processes and procedures and the EMBER system.
- Develops and updates wildland fire administration training plans for divisional or regional staff for the beginning of each wildland fire season.
- Coaches staff to maximize team performance with a continuous improvement philosophy.



- Applies active supervision by distributing duties and responsibilities during busy times to ensure the workplace runs efficiently and effectively.

#### **6. Wildland Fire and Divisional Support.**

- Oversees the development and training of Finance and Administrative staff under the Incident Command System.
- Provides functional support to the Territorial Duty Officer.
- Participates on a wildland fire response administrative roster on a rotational basis during the wildland fire season.
- Functions on Incident Management Teams as required under the Territorial Incident Command System, may include Territorial / National / International export.
- Gets cross trained to provide vacation relief of other division finance staff.

### **WORKING CONDITIONS**

#### **Physical Demands**

No physical demands

#### **Environmental Conditions**

The incumbent may work in hot, smoky outdoor conditions while on an Incident Management Team working up to 14-hour days for up to 19 consecutive days during fire season.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

Priorities and commitments change frequently, and the position encounters deadlines. Travel and work away from home during the wildland fire season is required. The severity of the wildland fire season determines the incumbent's workload, and the incumbent may be required to work up to 14 hours a day for up to 19 consecutive days.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the PSAB standards and GNWT financial processes and procedures.
- Knowledge of methods, terminology, applicable Acts, regulations, policies, and guidelines related to forest protection, and fire suppression.
- Ability and adherence to GAAP (general accepted accounting principles).
- Knowledge of computerized payroll and financial systems.
- Knowledge of office administration and accounting procedures.



- Knowledge of the Incident Command System (ICS) or the ability to successfully complete ICS-100 course.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Proficiency in all Microsoft Office products with strong spreadsheet manipulation skills.
- Oral and written communication skills, including good listening skills.
- Interpersonal skills and ability to work well with others.
- Time management and organizational skills.
- Instruction skills.
- Ability to conceptualize, plan and implement projects.
- 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:**

Graduation from a recognized college or university program with successful completion of finance and/or business courses, and three (3) years of progressive finance/accounting experience in a forest fire management environment. Experience processing payroll would be an asset.

Equivalent combinations of training 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