



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Regional Manager, Finance and Administration	
Position Number	Community	Division/Region
23-5235	Yellowknife	North Slave Region

## PURPOSE OF THE POSITION

The Regional Manager, Finance and Administration (Manager) manages the provision of financial services and general administration for the Region in the areas of financial planning and reporting, budgeting and analysis, human resources, procurement, as well as information management to facilitate the delivery of the Department of Environment and Climate Change programs. The Manager must comply with professional standards as established by the Public Sector Accounting Board (PSAB).

The 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*, *Territorial Lands Act and Commissioners Lands Act*, *Public Service Regulations*, the *Human Resource Manual* and various GNWT policies.

## SCOPE

Located in Yellowknife, the Regional Manager, Finance and Administration reports directly to the Regional Superintendent Wildlife and Forest Management, North Slave Region. The Manager coordinates the carrying out of all financial management, administrative and human resource functions for the Region, under the direction of Finance headquarters (HQ) Division. The Manager is responsible for information management in the regional office, under the direction of the Informatics Service Centre. The position directly supervises regional financial and administrative positions by focusing them on the goals and objectives of their positions and monitoring the outcome, providing guidance, support and feedback as necessary.

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 Land, Wildlife and Forestry programs in the Region. This requires a knowledge of related acts and regulations, authorizations, policies, guidelines, and procedures. The position regularly interacts with headquarters and other Departmental staff, other government agencies, resource management boards, industry, other independent agencies, Aboriginal governments, special interest groups and the public.

## **RESPONSIBILITIES**

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

- Leads program managers in the development of Regional program budget scenarios for consideration by the Regional Superintendent. This includes identification of where reductions could occur to meet strategies and budget allocations at a variety of levels.
- Evaluates the financial implications of factors such as inflation, the external environment, Collective Agreement's and government policy on programs and advise regional senior management accordingly.
- Assists in the preparation of cost justification scenarios and submissions for planning documents and/or supplementary appropriations as requested by the Regional Superintendent and the Finance HQ division.
- Provides regional input to Finance HQ for the development of the Main Estimates through coordination with the Regional Superintendent and program managers, including Operations and Maintenance (O&M) requirements.
- Provides advice to Finance HQ on the cash flow of regional expenditures.

### **2. Responsible for financial reporting and analysis to ensure timely delivery of reporting requirements.**

- Supports preparation of the monthly variance reports as necessary with input from the Manager's and approval from the Superintendent.
- Analyzes regional O&M and capital budgets on an ongoing basis and reports to the Regional Superintendent and Managers.
- Coordinates, analyzes and prepares monthly reconciliation and financial forecasts, monitor expenditures, and analyze spending patterns, reporting trends and exceptions to the Regional Superintendent.
- Develops and ensure project adjustments are completed in conjunction with the supplementary appropriation requests for the Region.
- Provides a repository of financial reports and budget exercise outputs to enable historical analysis and reference for future financial planning.
- Manages contract administration processes within the Region.
- Analyzes and present financial data or reports for specific business decision-making purposes.



- Assists Finance HQ in the development and delivery of finance and administration training for regional financial and non-financial staff as required.
- Exercise expenditure signing authority for the decision pursuant to Section 83 of the Financial Administration Act.
- Exercise and initiate contract authority.
- Coordinates the year-end closing requirements of the Region's accounts.
- Provides interim and year-end financial statements and information / schedules required by Finance HQ for the preparation of the Public Accounts.
- Assists Finance HQ with requests for information from the Office of the Auditor General and the Internal Audit Bureau.

### **3. Manages the Region's financial operations to ensure effective day-to-day operations.**

- Ensures that accounts payable processes initiated in the region are managed in accordance with government legislation policy, directives and contract conditions.
- Processes the region's financial signing authorities' documents and submit to Finance HQ for review and authorization.
- Ensures regional revenues are accounted for, collected on time and in accordance with government legislation, policy directives and procedures.
- Manages the region's administrative framework for work administered through 3<sup>rd</sup> party Agreements to ensure accounting is provided in accordance with the terms of the contract/agreement; that revenues are collected and the projects are reconciled for year-end accounting.
- Develops and maintains internal processes and systems for day-to-day management of the region's payable and revenue processes.
- Acts as the primary regional coordinator for GNWT corporate purchasing cards used for the purchase of goods and services, travel expenses, and gasoline, etc.
- Liaises with the Departmental Telecommunications Coordinator for the region's telecommunications administration requirements.
- Ensures the smooth flow of documentation to/from the FESS and Headquarters.
- Oversees/monitors the input of PO's and change orders into the government's financial system SAM (System for Accountability and Management).
- Supports on-going training and orientation of regional staff on the region's residual responsibilities in supporting the financial processing requirements of the FESS (e.g. proper use of expenditure and revenue coding, how to properly fill out and approve data entry documents, etc.).
- Provides SAM reporting as required.
- Acts as the Department's regional contact with the FESS. Respond to or redirect queries from FESS, coordinate the review of payment document coding for accuracy and completeness with regional managers and staff before these documents are forwarded back to the FESS for data entry in SAM, etc.



- 4. 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.
  - Responsible for the overall administration of GNWT procurement policies, including the Business Incentive Policy (BIP) and ensuring compliance with GNWT directives.
- 5. Responsible for effective human resource management and advice to the regional staff.**
  - Provides direct supervision to the licencing and administration clerk.
  - Leads staffing actions, onboarding, offboarding, training and annual performance evaluations for direct reports.
  - Leads, coach and mentor direct report employees.
  - Develops and implements short and long-term work plans, goals and objectives, to address daily and seasonal work priorities, monitoring work in progress, and taking corrective action when required for direct reports.
  - Ensures direct reports have the training and professional development to support succession planning.
  - Supports orientation of seasonal Wildfire Administration Supervisors, and Seasonal Wildfire Management Clerks.
  - Promotes effective working relationship and ensures staff relations activities are conducted in accordance with GNWT policies, collective agreements, and progressive discipline procedures.
  - Assists Superintendent and managers to ensure the onboarding and offboarding of regional staff is completed.
- 6. 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.
- 7. 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:**

Completion of the 4th level of professional accounting designation (CA, CGA, CMA); OR Completion of a university degree in Business Management (accounting major) and five (5) years of 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