



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Program Support Services	
Position Number	Community	Division/Region
23-6983	Fort Smith	Forest Management

PURPOSE OF THE POSITION

The Manager, Program Support Services (Manager) provides leadership in the provision of financial management and program support services for the Forest Management Division in a decentralized environment. The Manager coordinates and manages the activities of the division within the context of relevant legislation, policy, standards, and overall strategic direction of the Department. Support to the Director in tracking and monitoring fire response costs is a key aspect of the position.

SCOPE

Located in Fort Smith and reporting to the Director, Forest Management Division (Director), the Manager, Program Support Services is relied on by the Director for advice and support in matters of finance and administration. The Manager works closely with Finance in Headquarters. There is also a significant requirement for coordination and collaboration with the five Regions through which divisional programs are delivered operationally. The position directly supervises the Accounts Payable Clerk and provides functional supervision to three (3) additional divisional staff in Fort Smith and one (1) in Hay River. The position participates as a member of the management team within the Division.

The Forest Management Division (FMD) provides the policy, planning, and regulatory framework for the stewardship, protection, and sustainable management of forest resources on 33 million hectares of land in the Northwest Territories (NWT). The financial management function is a key area of responsibility. The Program Support Section provides the financial services and expertise, diverse administrative services and advice that supports the Division as a resource management and emergency response organization.



The Forest Management Division is a headquarters function located in Fort Smith. The location of this headquarters function outside of Yellowknife where the Divisional budget resides provides challenges. The size of the budget and complexity of the Division's organization pose additional challenges.

The Division has an annual budget of approximately \$18 million involving four *voted* appropriations. Expenditure of funds under the forest fire suppression program involves the expenditure of a large budget within a relatively short time frame. Ensuring appropriate and effective use of pre-suppression and suppression funding is a primary requirement. During the forest fire season, a large number of human and material resources are deployed to suppress wildfire including personnel who function under different remuneration and contractual agreements. Many of these resources and valuable assets are deployed and re-deployed throughout the Territory. The Program Support Manager assists the Director, Forest Management by providing accurate and timely budget and financial information and must be responsive to the needs of constantly changing circumstances and environments during the fire season.

Due to the location of the Division and forest fire suppression program needs, the position reviews and processes complex transactions and authorizes payment of those obligations with full payment authority. Highly confidential material is dealt with on a regular basis. The work is subject to limited review and there is wide latitude for independent judgment and decision-making within the parameters of Departmental and government policy and procedures for finance and administration.

The Manager has regular contact and works closely with program managers and staff to anticipate and identify the financial implications of operations, design feasible approaches and processes and/or make recommendations that influence the program's creditability and financial health, with potential political and fiscal impacts for the department specific contacts. Include division managers, regional staff involved in the forest resources and fire management program, business experts, consultants and contractors.

RESPONSIBILITIES

1. Coordinates the development of program planning and budget submissions for the Forest Management Division.

- Reviews and analyzes previous year performance and expenditures, historical financial information, trends, and department-wide change to support business planning development.
- Prepares, distributes, and explains business plan performance and budget format and requirements.
- Leads program managers in developing program budget scenarios.



- Reviews program manager's submissions for completeness, duplication or gaps and works to resolve these.
- Prepares the Division's input to main estimates through coordination with Shared Services Finance and Administration.
- Provides advice on budget and performance content and interpretation of government/department policy, as required.
- Reviews and analyzes the business plan and recommends options to address shortfalls and subsequent reallocations, as required.
- Establishes processes to review, monitor, analyze and evaluate progress against plan.
- Ensures that expenditures are properly cash flowed to allow for effective cash management.
- Develops and ensures project adjustments are completed in conjunction with the supplementary appropriation requests for the Division.

2. Manages day-to-day financial operations for the Division.

- Carries out budget control to ensure divisional program activities are not over expanded by monitoring expenditures and commitments.
- Reconciles monthly expenditure and commitment reports to ensure transactions are posted and legitimate.
- Ensures policies and procedures have been followed, applicable documentation completed relating to available funds, proper coding used, and appropriate signing authorities are recorded for every transaction.
- Assists in the development and writing of financial documents such as contribution agreements, and service contracts.
- Manages the processing of financial documents, records, and agreements for Departmental assistance programs such as grants, contributions, revolving funds, and shared funding programs.
- Ensures that all commitment, accounts payable, accounts receivable, travel and adjusting documents are processed in a timely manner.
- Reviews and verifies all financial documents prepared in the Division for completeness and accuracy.
- Regularly reconciles the Utility Tracking System to FIS.
- Monitors and reports to the Director regarding where improvement in compliance with procedures by staff is required.
- Exercises spending authority for the division, pursuant to Subsections 44(1)(a) and 49(2)(a) of the Financial Administration Act.
- Exercises commitment/payment authority for the division, pursuant to Subsections 44(1)(b) and 49(2)(b) of the Financial Administration Act.
- Provides a repository of financial reports, briefing documents, and budget exercise outputs to enable historical analysis and reference for future financial planning.



- Coordinates the management of Divisional records to ensure records are maintained consistent with procedures.
- Provides expert advice, reconciliation and is responsible for ensuring program staff comply with expense authority, revenue authority, purchasing card, business travel account and travel cards etc. and that they comply with core and program policy and procedures.
- Interprets the Financial Administration Manual's policies and regulations and provides training to program managers in financial management procedures and controls.
- Manages accountable forms and divisional credit cards.

3. Manages the accounts payable, receivables and contract support functions for the Division.

- Ensures that accounts payable process components delegated to the Division because of geographic location are managed in accordance with government legislation policy, directives, and contract conditions.
- Manages the financial signing authorities of the Division.
- Ensures Division receivables are accounted for, and in accordance with government legislation, policy directives and procedures.
- Manages the administrative framework for vote 4/5 projects 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.
- Manages day-to-day financial operations including taxable payments, duty travel, commitment accounting, and standing advances.
- Develops and maintains internal processes and systems for day-to-day management of the Division's payable and revenue processes.
- Manages the Extra Fire Fighter (EFF) payroll, prepares reconciliation for the EFF bank account, ensures monthly remittance to Revenue Canada, and prepares T-4's.
- Manages contract administration processes including development of documents and management of public processes for acquiring services.

4. Manages monitoring and reporting processes.

- Prepares monthly variance reports for budgets and ensures submissions are prepared for adjustments and/or supplementary funding requests.
- Coordinates monitoring of suppression expenditures, reviews and analyzes expenditure reports on a daily/weekly basis during the fire season.
- Coordinates the year-end closing of the Division's accounts.
- Provides financial statements and information required by Shares Services, Finance and Administration in preparing the public accounts.
- Coordinates the Auditor General's year-end review of the Division's accounts.
- Coordinates all Audit Bureau reviews into program support areas.



5. Provides supervision for Program Support staff.

- Provides interpretations, direction, and guidance to staff on financial policies, guidelines, processes, and procedures as well as on subjects related to technical financial issues, legislation, regulations, and operational policies.
- Ensure staff are trained in appropriate fields to Increase knowledge and abilities and provides on-going coaching and mentoring for staff.
- Prepares work plan for section with clear objectives and plans and assigns duties.
- Evaluates subordinates' performance, prepares annual appraisal on these employees.
- Prepares Learning and Development Plans for staff to enhance ability in performing financial tasks.
- Recommends changes to position duties and keeps job descriptions up to date.
- Recommends disciplinary action when necessary, regarding administrative staff.

6. Coordinates Human Resources needs.

- Works with program managers to identify causal staffing requirements actions for the Division and processing casual staffing actions.
- Ensures time sheets and overtime sheets are reviewed for completeness and accuracy and during the fire season for consistency with alert status.
- Ensures staff are aware of policies, procedures, travel claim entitlements; employee benefits, leave and attendance, overtime reporting.
- Manages the Peoplesoft Time and Labour system for the Division.

WORKING CONDITIONS

Physical Demands

The incumbent is required to sit at a computer terminal for long periods of time. Some light lifting is required.

Environmental Conditions

Work is generally undertaken in a comfortable work environment. Occasional travel is required.

Sensory Demands

The incumbent spends extended periods of time documenting, recording, and preparing correspondence, meeting minutes, and documentation where intense concentration and attention to detail is required. Must be able to concentrate related to complex problem solving and mediate competing interests.



Mental Demands

The incumbent will be exposed to shifting priorities and tight deadlines with urgent situations, which significantly increases the level of stress in this position, especially during the forest fire season (May to September).

The incumbent fields and defuses complaints, explains, and summarizes information to address issues and misinformation and discusses new, innovative approaches at staff meetings that may involve managing change.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of Generally Accepted Principles (GAAP).
- Knowledge of accounting theory, concepts, and practices applicable to accounting requirements of the Government of Northwest Territories (GNWT).
- Knowledge of effective methods of organizing and implementing budgeting and financial reporting.
- Knowledge of processes and procedures related to procurement and contracting processes.
- Knowledge of government legislation related to occupational health and safety, goal setting and performance review.
- Knowledge of government policies and procedures, Financial Management guidelines, and Acts and legislation relevant to the position.
- Ability to analyze and forecast budget requirements.
- Ability to lead, develop and supervise and train staff.
- Ability to use MS Operating Systems, MS Office, Internet, and Email applications with a focus on spreadsheets and financial software.
- Analytical and problem-solving skills including the ability to resolve complex budgeting and financial issues.
- Interpersonal skills. A cooperative approach in delivery of many program aspects is important.
- Resourceful, patient and well organized.
- Ability to effectively lead staff by motivating, training, and supervising.
- 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 third level towards a professional accounting designation (i.e., CGA, CMA) or recognized accounting program and 5 years of directly related progressively more responsible financial and administrative experience. One (1) year of supervisory experience, and significant experience with the development and monitoring of operation budgets, the design,



implementation and monitoring of a system of internal controls, and the development and analysis of various financial and statistical summary and detail reports.

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