



IDENTIFICATION

Department	Position Title	
Infrastructure	Financial Operations Specialist	
Position Number	Community	Division/Region
33-338	Yellowknife	Corporate Services

PURPOSE OF THE POSITION

The Financial Operations Specialist (the Specialist') supports operations within the headquarters divisions of the Department of Infrastructure (INF) as well as regional finance staff, as required, and assists in the development and implementation of financial and administrative business process improvements, in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies, procedures and processes.

SCOPE

INF is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, information management, disposal of surplus property and goods, motor vehicle and mechanical/electrical regulatory services, and fleet management. The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the Northwest Territories (NWT), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's long term investment in the development of public transportation and energy production and distribution systems for the NWT, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The Department is composed of five activities: Corporate Management; Asset Management; Regional Operations; Programs & Services, and Strategic Infrastructure, Energy and Supply



Chains. Regional Operations includes five regions: Beaufort Delta, North Slave, South Slave, Dehcho, and Sahtu. Additionally, the Department is responsible for four revolving funds: Public Stores, Petroleum Products, Yellowknife Airport, and Marine Transportation Services.

Located in Yellowknife, as part of the Corporate Management activity under the Finance program, the Specialist reports to the Manager, Financial Operations. Along with directly supporting the five activities, the Specialist supports region and site operations by providing advice and assistance to regional office staff on relevant operational policies, systems and procedures. The Specialist assists with the development and implementation of financial systems and business processes to ensure consistency of financial operations across the Department. The position is a financial and technical resource to the Department.

The Specialist is responsible for ensuring that financial transactions are completed in a timely manner and in accordance with GNWT legislation, regulations, policies, and departmental procedures. This position prepares, verifies, processes and audits financial documents for accounts payable and receivable, audits government corporate credit cards, travel expense authorizations and expense claims. The Specialist performs complex analysis and reconciliations that requires a thorough knowledge of both accounting principles and the GNWT's System for Accountability and Management (SAM). The Specialist contributes to responses to requests from the Department of Finance, the GNWT Internal Audit Bureau and the Office of the Auditor General.

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

RESPONSIBILITIES

1. Responsible for accounts payable and receivable in accordance with government legislation, policy, directives and contract conditions.

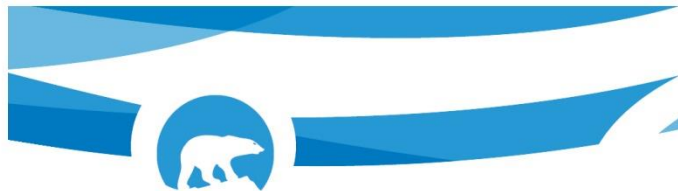
- Ensures smooth flow of financial operation documentation between the Department and Financial and Employee Shared Services (FESS) by reviewing payment document coding for accuracy and completeness.
- Supports liaison and communications with FESS as required.
- Reviews INF Financial Operations mailbox and allocations to the region responsible. Follows up and ensures responses to inquiries and issues.
- Provides regular monitoring of all applicable contracts and oversees the input of multi-year purchase orders and change orders into SAM.
- Prepares journal vouchers to correct coding, data entry errors, and year-end accruals with full expenditure approval authority on adjustments.



- Participates in the financial compliance program to ensure department-wide compliance with established GNWT and Departmental financial policies and practices.
- Accepts and verifies monies received from various sources.
- Prepares bank deposits in SAM and deposit funds into INF account.
- Prepares and maintains departmental deposit files.
- Notifies ConRev of coding and allocation of direct deposit funds.
- Prepares and submits monthly bank reconciliations.
- Prepares and submits billing requests on behalf of the Department.
- Responsible for collection action on accounts receivable up to 90 days.
- Works collaboratively with other positions and regional employee(s) also assigned to this function.
- Responsible for accurately recording revenue generated and creating/approving deposits for online transactions within the secure Driver and Vehicle Licensing System (DRIVES).
- Responsible for accurately recording revenue generated and creating/approving deposits for online transactions within the secure AMANDA System.
- Manages a computerized billing system for all airport general terminal fees, aircraft landing and aircraft parking fees at NWT airports.
- Works with NAV Canada on the content of the NAV Canada Aircraft Movements System (NCAMS), the source data for the billing system.
- Prepares and delivers training to staff to operate systems effectively.

2. Provides financial and technical advice to departmental staff.

- Prepares and processes financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
- Implements approved new procedures.
- Reviews financial documents, ensuring that required and appropriate supporting documentation has been provided with requests, reviews accuracy of coding, and/or spending authority, and verifies that an appropriation has been established.
- Provides advice to financial staff and departmental program managers on administrative policies and procedures to avoid non-compliance with acts and regulations.
- Liaises and provides information to supervisor and/or Senior Management regarding status of payments and billing matters.
- Provides coaching and leadership to new staff and clients on administrative policies and procedures to help achieve accurate and timely financial support.
- Provides on-the-job training on financial-related matters (e.g. procedures, reports and systems).
- Prepares, or provides guidance and assistance on financial requirements of contract administration including ensuring that all contracts meet government contract regulations, and accuracy of standard clauses.



- Develops and delivers training modules on financial procedures and systems.
 - Assists on financial requirements of contract administration, purchasing, budgeting, coding, and interpretation of financial reports.
- 3. Manages the process and maintains records for Signing Authority designations and security access to the GNWT Human Resources Information (HRIS) and System for Accountability and Management (SAM).**
- Prepares and maintains Financial Approval Authorities Spreadsheet for approval by the appropriate authorities.
 - Provides advice on expenditure authority levels and appropriate coding for Specimen Signature Records (SSR's).
 - Prepares, reviews, monitors, and maintains specimen signature records.
 - Ensures specimen signature records are entered and approved in SAM.
 - Reconciles SAM specimen signature records against current staffing.
 - Prepares, reviews, and monitors all system access requests in conjunction with employee commencement and terminations.
 - Assists regional staff with regional records.
- 4. Departmental credit card administrator.**
- Maintains a listing of all credit card holders.
 - Submits all credit card applications to the Department of Finance.
 - Administers and maintains the credit card holder agreements and provides training to cardholders to ensure they are aware of GNWT and departmental policies regarding use.
 - Coordinates departmental monthly visa reconciliations and assists with the approval of all credit card transactions posted to SAM.
 - Reviews credit card transaction reports for correct coding and supporting documentation, confirms with Managers for expenditure authority.
 - Monitors for compliance to requirements and reports any unauthorized use to the appropriate supervisor for corrective action.
- 5. Responsible for financial reports and reconciliations.**
- Consults with program managers to design and develop meaningful financial reports and updates and distributes these reports to the program managers for monthly review.
 - Monthly reconciliation of vouchers and corresponding invoices, travel authorizations, expense reports, bank reconciliations and billings.
 - Reconciliation of monthly variance reports for headquarters divisions, in preparation of year-end obligations.
 - Provides support with all year-end close process working papers and submissions in accordance with the year-end manual.
 - Prepare and analyses schedules in accordance with year-end directives.
 - Conducts financial research projects including historical trends.
 - Contributes to accounting reviews including the Auditor General, GNWT Audit Bureau, Federal ACAP, CATSA and Nav Canada.



6. General Duties.

- Acts on Behalf of the Manager, Financial Operations.
- Performs other related duties as assigned.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel will be required. – approximately 1 to 2 times per year, for up to five days at a time.

Overtime may be required at end of fiscal year to meet financial processing deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP) & Canadian Public Sector Accounting Standards (PSAS).
- Knowledge of internal financial and accounting controls.
- Understanding of organizational structures and management relationships.
- Ability to design and develop financial procedures.
- Ability to understand legislation, regulations, policies, and procedures.
- Skilled in the use of computers, spreadsheets, managing large data sets and making linkages among various sources of data.
- Knowledge of computer-based accounting applications, windows based operating systems, word processing, databases, and spreadsheet applications, communication software and online mainframe and billing systems.
- Skilled in all Microsoft Office software (Word, Excel, PowerPoint) and other accounting software.
- Problem solving, analytical and evaluation skills.
- Communications skills (written and verbal) and interpersonal skills.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- Ability to work with people in an effective, tactful manner.

- 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:

A bachelor's degree in commerce or related discipline with a major in accounting and two (2) years 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