



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Manager, Financial Operations	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
33-14671	Yellowknife	Corporate Services/HQ

## **PURPOSE OF THE POSITION**

The Manager, Financial Operations is responsible for managing the Department's financial operations, financial administration and comptrollership requirements and for providing internal audit and advisory functions, and management of department specific financial and administrative systems. This includes ensuring the sound management of year end reporting requirements and preparation of financial reports in accordance with professional standards as established by the Public Sector Accounting Board (PSAB).

## **SCOPE**

Located in Yellowknife, the Manager, Financial Operations position reports to the Director, Corporate Services.

The Department of Infrastructure 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, procurement shared services, information technology, 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 NWT (Northwest Territories), 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 (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The Manager, Financial Operations position provides business process advisory services, including research, development, and implementation of departmental financial business process best practices and tailoring them to GNWT financial system solutions. This position is also responsible for the development and delivery of customized financial training materials tailored to the department's specific needs.

This position works with the department's Manager, Financial Planning, Office of the Auditor General (OAG), external auditors and others. It advises on and develops financial schedules and operational management reports as requested by Senior Management. Leads the Department's responses to audit sample requests from the OAG, Internal Audit Bureau and other external auditors.

The Manager, Financial Operations regularly reviews existing comptrollership practices within the Department to ensure compliance with the *Financial Administration Act* (FAA) and other relevant acts, regulations and policies, and ensure that processes work effectively in conjunction with relevant areas of Financial Planning. The Manager, Financial Operations may be required to conduct on-site regional visits to review existing financial practices and ensure on-going compliance with financial policies and procedures.

With implementation of Financial and Employee Shared Services (FESS) in the GNWT, FESS is responsible for processing approved transactions in the System for Accountability and Management (SAM), the government's financial information system. Departments remain accountable to review, verify and approve all transactions in advance of being finalized for processing by FESS, and that all financial records adhere to government regulation, policies and procedures, and the integrity of the department's financial operations are maintained.

The Manager, Financial Operations exercises appropriate spending and commitment authority, and manages the human and financial resources of the Financial Operations unit.

## **RESPONSIBILITIES**

### **1. Provides applicable and comprehensive information and recommendations to the Director, Corporate Services, and operational advice to programs and administration staff to facilitate effective and efficient financial operations.**

- Research and provide recommendations on financial operations and administrative components of government and department legislation, regulations, policies and directives and how they may impact existing processes;
- Develop and ensure that managers in headquarters and regional offices are receiving reports suitable to their financial operations requirements;

- Monitor financial activities, and recommend and or conduct internal reviews or audits to assist in developing and maintaining financial procedures in accordance with the FAA (*Financial Administration Act*) and the FAM (Financial Administration Manual).
- Review, develop and implement internal control functions and procedures.

**2. Review and recommend updates to the department's financial operation policies, systems and procedures, ensuring effective and efficient day-to-day financial operations and controls.**

- Develop and implement procedures and internal control systems for the appropriate accounting of tangible and controllable assets.
- Develops and maintains internal processes and systems for the day-to-day management of the department's payables and revenues, which include such things as processing of documents, reconciliation of general ledgers, travel management, credit card procedures, commitment management, etc.
- Review existing systems and procedures and identify requirements for improvements, modifications, reviews and audits
- Ensure system enhancements adhere to financial policies, procedures and internal controls;
- Develop and maintain the effective operation of department accounting systems to support effective financial reporting to meet statutory, organizational, and management objectives.
- Ensure the effective management of specimen signature records (SSRs) Ensure full compliance with approved signing authorities.
- Ensure that revenues, accounts receivables and accounts payables are being managed in accordance with government legislation, policy, directives and contract conditions.
- Oversee the department's administrative framework for all third party funded projects in accordance with agreements.
- Assists with the timely completion of reconciliations between the Contracts Registry and Reporting System (CRRS) and SAM.
- Provide feedback as requested on new draft policies and procedures being proposed by the Department of Finance.
- Support the coordination of periodic internal compliance audits and reporting to the Director, Corporate Services on findings (i.e. quality assurance activities related to contracting and revenues).
- Assist the Director of Corporate Services with coordination requirements with the Internal Audit Bureau.

**3. Provides ongoing oversight on accounting operations for the department that ensures vendor accounts are managed and paid, revenues are managed and collected, and accounts are managed and reconciled to reflect the department's assets and liabilities:**

- In collaboration with Financial Shared Services, ensures that accounts payable are managed and paid on time in accordance with government legislation, policy, directives, and contract terms and conditions.

- Ensures the department's revenues are managed, accounted for, deposited and collected on time and in accordance with government legislation, policy directives and procedures.
  - Manages the administrative framework for all Fund 03 projects (Work on Behalf of Others) to ensure the accounting is provided in accordance with the terms of the contract/agreement that revenues are collected and funds are reconciled for year- end accounting.
  - Manages the financial signing authorities for the department.
  - Provides oversight and manages where applicable other day-to-day financial operations such as taxable payments, duty travel, reconciling general ledger accounts and bank accounts, petty cash advances and standing advances.
- 4. Coordinate relevant information and processes with the department's Manager, Financial Planning to facilitate effective and efficient support of the department's financial planning and operations requirements.**
- Ensure that information with respect to reporting and timelines as required by the Financial Planning unit is provided
  - Coordinate crossover processes to ensure no gaps or undue overlap exists.
- 5. Coordinates Departmental responsibilities with the GNWT Financial and Employee Shared Service (FESS) Organization.**
- Serves as headquarters departmental management contact for the FESS organization, coordinating the flow of information and following up on specific issues.
  - Monitors compliance to the Service Partnership Agreement between Department of Infrastructure and the FESS for all regions and follows up on any issues or concerns.
  - Represents the Department on advisory and working groups working with the FESS to develop and implement on-going business process improvements.
- 6. Delivers on-going in-house financial operational and System for Accountability and Management (SAM) training for Infrastructure management and relevant staff.**
- Coordinates training to all Infrastructure managers in the use of the GNWT's financial information system as pertinent to their operation
  - Provides sound business analysis and advice and technical framework input (i.e. Generally Accepted Accounting Principles (GAAP), GNWT financial policies, etc.) in the development of financial operations information within the department.
  - Works closely with all Divisional and Regional management and staff to develop and deliver a wide range of in-house financial operations training workshops
  - Liaises with the Department of Finance to develop and implement new SAM (System for Accountability and Management) reporting and business process solutions for the Department as directed by the Director.
  - Trains all managers in accessing and use of the System for Accountability and Management (SAM) as pertinent to their operations
  - Develops and delivers training modules on an ongoing basis for all financial procedures and systems.
  - Researches and investigates new approaches and system solutions.

**7. Ensures that accounting and reporting of financial transactions meet statutory, generally accepted accounting standards and Financial Management Board requirements:**

- Provides updates and advice to the Director, Corporate Services on PSAB compliance issues.
- Coordinates with Department of Finance staff to ensure the Department's financial operations are FAM and FAA compliant.
- Coordinates all Audit Bureau reviews into Corporate Services areas.

**8. Manages the human and financial resources of the Financial Operations unit, and provides support and reporting to the Director, Corporate Services as required.**

- Leads, coaches and mentors financial operations unit employees.
- Participates in hiring staff, setting objectives, and managing performance.
- Appropriately manages the direct budget for the unit.
- Represents the Director, Corporate Services on interdepartmental Committees as requested.
- Prepares recurring expenditure reports for Statistics Canada
- Prepares annual human resources training expenditure reports.
- Develop briefing notes and other management reports 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**

- Demonstrated knowledge of accounting theory, generally accepted accounting principles, and financial reporting requirements
- Knowledge and experience preparing year-end working paper files and financial reports and analysis supporting financial accounts and administration of third party agreements.

- Knowledge of contract law, a public contracting environment and contract administration concepts and procedures.
- Demonstrated knowledge of all aspects of financial and budgetary planning and analysis and operations, including third-party agreements
- Strong understanding of public service accounting requirements
- Excellent communication skills, both oral and written
- Knowledge of organization structures and management relationships
- Excellent analytical skills
- Experience and ability to head off and resolve conflict between program objectives and financial management objectives
- Excellent computer skills, including accounting spreadsheets, databases and word documents
- Strong supervisory and conflict resolution skills
- Ability to effectively manage time constraints, deadlines and competing priorities

**Typically, the above qualifications would be attained by:**

A relevant degree or professional accounting designation, with 5 years financial management experience, including contracts, financial analysis, and 3 years supervisory experience.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- ☐ 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 applies)

- ☐ 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

**Aboriginal language:** Choose a language

- ☐ Required
- ☐ Preferred