



## **IDENTIFICATION**

<b>Department</b>		<b>Position Title</b>	
Infrastructure		Revenue and Collections Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>	
33-14887	Yellowknife	North Slave	

## **PURPOSE OF THE POSITION**

The Revenue and Collections Analyst is responsible for collecting revenues ensuring systems and processes are in place to facilitate the budget planning, reporting processes and revenue collection and analysis. The incumbent is responsible for analyzing revenue trends and preparing the related reports to increase the efficiency and effectiveness of the revenue collections process for the Yellowknife Airport. The incumbent will aid the Regional Manager, Finance and Administration in executing the Airport accounting functions, including establishing and maintaining accounting principles, practices, and procedures, preparing financial statements and reporting.

## **SCOPE**

Located in Yellowknife, and reporting to the Manager, Finance and Administration – YK Airport, (Manager), the Revenue and Collections Analyst is responsible for:

- Managing the revenue collections functions of the Yellowknife Airport (YZF);
- Analyzing revenue trends to increase the efficiency and effectiveness of the revenue collection process;
- Developing, managing, tracking, reporting, and monitoring processes for revenue collections and analysis;
- Developing and maintaining accurate and current database of all revenue generating accounts and activities;
- Ensuring revenue for the YZF is properly collected, safeguarded, and accounted for and records are maintained in auditable formats and in accordance with the Financial Administration Manual (FAM);
- Liaises with internal and external auditors on program expenditures and revenues as stipulated in Funding Agreements;

- Preparing various financial analyses for all revenue generating items to be used by the Manager, Senior Management and other stakeholders to support them in their decision-making function.

The incumbent will be a key contributor to the business and financial success of the region's accounts receivable collections system. The Revenue and Collections Analyst acts in accordance with the FAM, *Financial Administration Act*, *Public Airport Act*, Canada Revenue Agency, and Government of Northwest Territories (GNWT) contract regulations, directives and procedures. Timely and accurate review of financial documents is essential to ensure that budget reports and projections reflect the current financial status of the division and to the overall success of YZF.

## **RESPONSIBILITIES**

### **1. Manages all revenue collection activities for the Yellowknife Airport and ensures the timely recovery of operating costs.**

- Performs initial collection attempts with each customer where necessary; reports delinquent and soon-to-be delinquent accounts;
- Develops and recommends efficient and effective processes for revenue collections and tracking to the Regional Manager, Finance and Administration;
- Ensures monthly revenue targets are met and revenues are collected in a timely manner to recover operations cost and facilitate budgeting for improvement projects;
- Liaises with airport staff and with the Regional Airport Manager to collect payment from leases, landing fees, concessions, and other revenue sources;
- Monitors and resolves any outstanding accounts on a monthly basis by using aged accounts receivable reports, revenue General Ledger (GL) reports, and payments to invoice reports;
- Corresponds with the Financial and Employee Shared Services (FESS) on a day to day basis, or as required, to discuss status of new and prior-reported delinquent accounts;
- Develops and maintains relationships with internal and external customers to support and resolve any revenue collection issues;
- Develops notice of overdue accounts;
- Ensures financial legislations, regulations, procedures and directives are consistently adhered to in credit and collection activities.

### **2. Create, develop, manage, report and reconcile YZF's revenue accounts database.**

- Oversees the maintenance of YZF's leasing, concession and landing fee systems and reconciles them on a monthly basis;
- Ensures the integrity of revenue information on YZF Financial Information System;
- Develops and maintains an effective chart of accounts for YZF that ensures the reporting on financial transactions in alignment with projected revenue;
- Provides support to the Manager in the preparation of monthly, quarterly and annual reporting packages to Senior Management; this includes providing explanations for material changes occurring between periods, preparing Revenue Variance Reports, and preparing Revenue Forecasting Reports;

- Maintains and updates lease worksheet on a monthly basis to ensure that all leases are kept up to date, and that expiring leases are renewed on a timely basis;
- Ensures all airport client accounts have accurate and up-to-date information;
- Maintains monthly revenue worksheets;
- Ensures the Manager, is made aware of problems found within Account Receivables (A/R) account reconciliations;
- Prepares reconciliations reports;
- Informs other finance officers of any database discrepancies and improvements to be made;
- Assists Manager in making IT-related internal control recommendations to external auditors.

**3. Provide 'on-going' support / advice and information to the Manager in terms of financial management analysis and revenue generating activities at YZF, to ensure effective internal controls and budget management.**

- Audits days outstanding for all receivables and performs initial collection attempts where necessary;
- Reconciles Space and Aileron landing fees and leases information with GNWT's financial accounting system SAM (System for Accountability and Management), on a daily basis;
- Undertaking in-depth analysis of departmental revenue patterns and trends to inform current and long term fiscal decisions;
- Prepares various financial analyses for all revenue generating items to be used by the Manager, Senior Management and other stakeholders to monitor progress against planned budgets and inform corrective actions;
- Reports on key internal metrics such as A/R turnover ratio, gross profit margin ratio, percentage of doubtful accounts over accounts receivable, average collection period, etc.;
- Prepares customized and special purpose financial reports for senior management; Coordinates department wide revenue forecasts and projections;
- Ensures timely and accurate completion of YZF interim and FESS recording, accrued reconciliation and liabilities, revenue and expenses.

**4. Maintains, audits and invoices revenue accounts to ensure the prompt and accurate collection of revenue.**

- Prepares all billing requests related to over 60 airport clients, maintain worksheets, credit, and create single and recurring billings, for the following: process the monthly remittance of Airport improvement fee, landing fees/ GTF, leases, concessions, licenses, and parking, vehicle and aircraft, fees, etc.;
- Ensures that the correct coding and appropriate revenue authority has been applied for all revenue-generating items;
- Ensures that Goods and Services Tax (GST) and other taxes are applied to all revenue-generating items where applicable;
- Responds to customers for any account-related inquiries;

- Prioritizes requests to invoice according to their urgency and leasing terms and facilitates prompt invoicing to ensure timely collection of revenue;
- Prepares deposit and does bank runs;
- Collects and maintains record of payment received from customers and ensures that all revenue items are posted on a weekly basis into SAM;
- Liaises with Financial and Employee Shared Services and ensures all revenue-related adjustments and posting error corrections are tracked and posted in a timely manner;
- Tracks issues encountered with FESS and ensures that they are dealt with in a timely manner;
- Tracks payments on accounts for each customer on a weekly basis and ensures that they are applied to the appropriate invoice;
- Prepares and sends statement of accounts to all customers on a monthly basis.

**5. Performs other administrative and financial duties.**

- Provides year-end financial audit working paper related to revenue control;
- Assists external auditors during revolving fund audits and providing necessary supporting documents for audits;
- Assists the Regional Manager, Finance and Administration in developing, implementing and maintaining financial best practices and processes;
- Ensures financial processes and systems exist in accordance with FAM, general accepted accounting principles, legislated requirements, and policies and practices of the Department and GNWT;
- Ensures revenue and assets for the YZF are properly safeguarded, and accounted for
- During year end season, audits or other high volume time of year, will be required to work overtime.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The incumbent may experience a heavy workload, frequent need for intense analytical work, demands for thoroughness and accuracy in work, often under strict deadlines, and challenging situations while collecting payments where clients may be hostile and evasive.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP).
- Basic knowledge in Tangible Capital Assets and Capital Plan accounting.
- Knowledge of financial planning, budgeting development and analysis.
- Strong communication skills, both written and verbal and excellent customer service and interpersonal skills.
- Clear independent / analytical thinking with the ability to communicate these ideas effectively through verbal, written and financial analysis.
- Knowledge of auditing concepts and internal controls to assist in financial audits.
- Highly developed organizational skills.
- Ability to interpret and prepare financial statement and reports.
- High degree of proficiency in using computer software applications particularly spreadsheet, database and statistic applications such as Excel, Word, Access and Visio.
- Ability to work independently with minimal supervision.
- Ability to work well under pressure and meet tight deadlines and willingness to work overtime as required.

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

3rd level of an accounting designation program, e.g.: CGA, CMA, CA or CPA; or equivalent post-secondary education or diploma in accounting and/or financial management; and, three (3) years of related 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 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

### **Aboriginal language:** Choose a language

- ☐ Required
- ☐ Preferred