



## IDENTIFICATION

Department	Position Title	
Infrastructure	Comptroller, Marine Transportation Services	
Position Number	Community	Division/Region
33-15036	Hay River	Marine Transportation Services

## PURPOSE OF THE POSITION

The Comptroller, Marine Transportation Services (Comptroller) is responsible for the overall financial management of the Division and for the provision of timely financial analysis to support business decisions to achieve the Division's purpose and mandate and ensure compliance with applicable standards, policies, and procedures.

## SCOPE

Marine Transportation Services is responsible for the effective and profitable provision of essential marine transportation services and the immediate and long-term viability of the business that is Government of the Northwest Territories Marine Transportation Services (MTS). The Division accomplishes this through the deployment of the GNWT owned fleet of vessels to transport goods on Great Slave Lake, the Mackenzie River and the waters of the Arctic coast, and the effective use of the GNWT Shipyard and Marine Terminals.

The Comptroller is located in Hay River and reports directly to the Director, Marine Transportation Services. The position supports the Director by providing advice and recommendations, preparing financial reports and analysis, and fulfilling governmental reporting requirements. The Comptroller also plays an important role in the business operations of the Division, participating in and providing advice on decisions around pricing and contract arrangements to ensure profitability. In addition to budgeting, the Comptroller provides timely revenue and expenditure data and analysis to support operational decisions.

Operating costs are financed through the Marine Transportation Services Revolving Fund (MTSRF) under the *Revolving Funds Act*, and advances from the Revolving Fund are recovered

through business revenues that may range from \$10 million to more than \$20 million annually. The MTSRF has an authorized limit of \$35 million.

The Comptroller ensures there is financial management and control in place to allow for the appropriate use of financial resources to promote operational results. This includes budget planning and control, accounting operations, revenue and work on behalf of third parties.

Direct reports include a Financial Planning and Budget Analyst, a Finance Officer, a Senior Procurement Officer and a Procurement Officer.

### DIMENSIONS

O&M Budget	\$ 15,000,000
Revenues (est.)	\$ 15,000,000
Petroleum Products Supply	\$ 10,000,000
Capital Acquisition Plan	\$ 8,000,000
Staff	4 indeterminate positions 100+ seasonal positions
Signing Authorities:	
Materials & Supplies	Full
Service Contracts	Full
Acquisition of Services	Full

Of significance to this position are the program's accounts receivable for a seasonal operation which involve over 200 customers and to which the Comptroller must ensure that sufficient systems, policies and procedures and human resources are in place to protect these assets. While acutely aware of potential political ramifications, the collection of accounts receivables is of primary concern.

Comptroller must ensure that the policies reflect a degree of flexibility so as to secure cooperation and agreement from customers to repay the outstanding amount.

The overall responsibilities and requisite competencies of this position include:

- Leadership and Staff Management
- Accounting Process Management
- Sales and Inventory Systems Management
- Budget Preparation and Variance Reporting Pricing, Cost Analysis and Forecasting
- Risk Management
- Business Financial Advice to Senior Management

Providing current, relevant and critical information to the Director and other decision makers regarding market factors, supply sources and industry trends supports the development of financial forecasts and financial plans.

Preparation of year-end working papers and financial statements in accordance with audit requirements rounds out the deliverables.

The duties of the position are carried out in accordance with the *Financial Administration Act* (FAA), Financial Administration Manual (FAM), Government Contract Regulations, and Government policies such as the Business Incentive Policy (BIP), as well as Departmental policies, directives, and procedures.

## **RESPONSIBILITIES**

- 1. Manage financial administration functions in accordance with the *Financial Administration Act (FAA)* to ensure the integrity of the Marine Transportation Services Revolving Fund (MTSRF).**
  - Develop and maintain a Financial Services Standard for MTSRF;
  - Provide direction on financial procedures established by MTSRF and the GNWT;
  - Interpret financial policies, directives and procedures, report problems, and make recommendations for improvement;
  - Monitor expenditures to ensure all transactions are processed in accordance with the FAA and other applicable policies, directives and procedures;
  - Recommend, for Financial Management Board (FMB) approval, the appropriate budget level for the MTSRF in relation to established criteria;
  - Perform an operational review of internal control systems to determine reliability and effectiveness of financial systems and controls;
  - Manage the costing and pricing of all products to ensure expenditures match sales revenue and fulfill MTSRF's financial mandate;
  - Administer contracts, requisitions and purchase orders and verify that all purchases are in compliance with procurement policies of the GNWT;
  - Ensure timely and accurate payments to suppliers and contractors;
  - Contact suppliers to verify purchase price and resolve supply and price issues;
  - Develop and maintain positive relationships with customers and contractors and engage in account or contract resolution as needed;
  - Exercise expenditure authority to a maximum of \$250,000 in accordance with the Financial Administration Manual (FAM); and
  - Continuously assess and develop internal controls to minimize risks associated with cash and credit transactions by contractors.
- 2. Manages financial budgeting and on-going analysis of financial activity, and provides advice, recommendations and financial reporting to support effective decision making.**
  - Directs the completion of various forecasting and budget processes.
  - Completes variance analysis for the Division.
  - Finalizes and reports on monthly account reconciliations.
  - Conveys findings on business case analysis of business proposals and activities.
  - Communicates assessment of year-end documentation and audit process.
  - Ensures a periodic and timely reporting of sales and collection activities.
  - Regularly reviews expenditure and revenue reports for accuracy and completion.
  - Reviews and reports on projected expenditure and budget variance reports

- Periodically reviews Public Sector Accounting Board (PSAB) requirements for changes to financial reporting.
- Prepares budget, financial documents and related reports
- Identifies, analyzes, and advises on financial instruments to minimize financial risks.
- Administer contracts, requisitions and purchase orders.

**3. Reviews data collection, variance reporting, measurement and analysis tools and techniques.**

- Applies auditing skills to identify financial control problems.
- Composes financial reports, management letters, and contractor correspondence using up-to-date and factual data in clear, accessible and professional language.
- Recognizes market factors and adapts business decisions to the context of the industry as well as local, national and global economic conditions.
- Evaluates and advises on the implications of supply sources, past and present consumption, industry trends.
- Develops financial forecasts and financial plans.

**4. Provides advice and recommendations.**

- Prepares and reviews financial management submissions, decision papers and briefing notes for the Director of the Division and senior management of Infrastructure.
- Coordinates the Division's internal financial reporting and payroll, producing accurate job-cost accounting reports, participating in audits and preparing reports for regulators and senior management.
- Consults with senior management in Infrastructure, Department of Finance, and the Department of Justice during contract agreement negotiations.
- Reviews and analyzes activities to provide advice to management on the financial implications of both proposed projects and other general courses of action.
- Measure, evaluate and report on the effects of change on business activities and processes.
- Contributes to the evaluation of financial implications of capital projects.

**5. Fulfills governmental reporting requirements.**

- Provides procedures to staff for month-end and year-end preparations.
- Co-ordinates the preparation of all account reconciliations and detailed working papers.
- Works with staff of the Auditors and Government Accounting when significant financial policy changes are planned.
- Ensure that financial procedures manuals are properly maintained and followed.

**6. Supervise the responsibilities of direct reporting staff.**

- Provide training and interpretation to staff to ensure consistent and timely application of financial policies and procedures;
- Provide credit granting advice and liaison between the Department of Finance and MTSD to determine the credit worthiness of new applicants;
- Manage collection activities to minimize overdue accounts receivable and financial risk;
- Supervise timely and accurate inventory reconciliation;

- Oversee systems reliability maintenance to minimize system down time, and
- Manage the correct and complete filing of monthly tax and GST remittance in accordance with various Tax Acts and the GNWT Reciprocal Tax Agreement.

## **7. Leadership and general management.**

- Instills and maintains a positive, motivated work culture and team environment, working in the best interests of the GNWT.
- Builds collaborative relationships through sensitivity to cultural diversity.
- Supports internal communication, accountability and feedback within and across the team.
- Verifies that all staff have clearly defined job descriptions, goals, and objectives to ensure that all are aware of their duties and have a basis for evaluation.
- Initiates and provides regular feedback to staff.
- Evaluates and manages employee efficiency and productivity.
- Provides human resources support including employee coaching and mentoring.
- Distributes team members' workload to balance efficiency with learning opportunities and challenges
- Take an active role in difficult situations to mitigate stress on team.
- Encourage staff contribution of ideas to improve systems and work environments.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual physical demands.

### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent will be expected to travel when required to attend meetings, training, or other events related to the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP), including Public Service Accounting Principles.
- Knowledge of management accounting practices to support a profit enterprise.
- The ability to understand and implement financial systems.
- Financial, statistical, analytical and conceptual thinking.
- Organizational, planning and problem solving skills.

- Proficient communication skills, both verbal and written.
- Team building, relationship management and client services skills.
- Knowledge of the marine transportation industry and requirements of isolated Northern communities.
- 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.

### **Leadership and Staff Management**

- Build collaborative relationships through sensitivity to cultural diversity.
- Support internal communication, accountability and feedback within the team.
- Initiate and provide regular feedback to staff.
- Employ a systematic approach to problem solving, from identifying the problem to developing and reporting recommendations.
- Evaluate and manage employee efficiency and productivity.
- Provide human resources support including employee coaching and mentoring.
- Distribute team members' workload to balance efficiency with learning opportunities and challenges.
- Encourage staff contribution of ideas to improve systems and work environments.

### **General Management**

- Recognize market factors and adapt business decisions to the context of the industry as well as local, national and global economic conditions.
- Coordinate the implementation of performance measures and standards.
- Assess the integrity of reporting systems.
- Conduct business process reviews of existing systems, processes, and controls within the organization to effect significant cost containment or savings.
- Communicate effectively through email correspondence, memos, briefing notes, procedural manuals, and client presentations.
- Negotiate win-win agreements through information gathering, listening, influencing, stakeholder involvement, consensus and dialogue.
- Facilitate resolution between differing viewpoints.
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### **Financial Administration**

- Identify financial implications of operational strategies.
- Prepare budget, financial documents and related reports with focus on attention to detail and meeting deadlines.
- Administer contracts, requisitions and purchase orders.
- Review data collection, variance reporting, measurement and analysis tools and techniques.
- Apply auditing skills to identify financial control problems.
- Compose audit and financial reports, management letters and contractor correspondence using up-to-date and factual data in clear and professional language.
- Evaluate and advise on the implications of supply sources, past and present consumption, industry trends; develop financial forecasts and financial plans.

## **Professionalism**

- Exercise consistently high level of professional judgment.
- Understand what information is sensitive and promote its adequate safeguarding.
- Proactively maintain and raise the visibility of the ethical nature of the profession and professional accounting standards.
- Obtain multiple opinions when evaluating contentious issues and reconcile these various opinions.
- Consider potential impact of decisions on other systems, departments, or functional areas.
- Apply cross-functional technical knowledge to create integrative solutions.
- Define and formulate problems with a clear purpose, frame of reference, and scope.

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

A relevant diploma or degree with accounting focus or professional accounting designation, with seven years of financial management experience using financial software programs, including audit preparation, variance reporting, contracts, financial analysis, and three years supervisory experience.

Equivalent combinations of education and experience will be considered.

## **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

### **Indigenous Language: Select Language**

Required  
 Preferred