



## IDENTIFICATION

Department	Position Title	
Infrastructure	Finance Officer	
Position Number	Community	Division/Region
33-15037	Hay River	Marine Transportation Services

## PURPOSE OF THE POSITION

The Finance Officer plays a role in providing operational financial support to all areas of the Marine Transportation Services Division in accordance with Government of the Northwest Territories acts, policies, procedures and processes.

## SCOPE

The Marine Transportation Services Division 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 (GNWT) 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.

Located in Hay River and reporting to the Comptroller, the Finance Officer is responsible for executing activities related to the day-to-day financial operations of the Division and is expected to assist in the development and implementation of policies and procedures to effectively and efficiently manage the financial and operational services of the Division.

Responsibilities for this position include financial reporting, planning and analysis, budgeting, accounting systems, implementation and training, information systems management and control, inventory management and control, treasury and banking, statutory compliance and reporting, and office administration management. The incumbent also supports and assists with the administration of sales and revenue generating contracts, including customer and credit account management and collection, along with involvement in purchasing and inventory management and reporting.

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 (FAA)*, Financial Administration Manual (FAM), Contract Regulations, *Public Service Act (PSA)*, Public Service Regulations, the Human Resource Manual and various GNWT policies.

## **RESPONSIBILITIES**

### **1. Performs all aspects of transactional accounting for the Division.**

- Coordinates the activities of accounts receivables (A/R) and inventory to ensure staff is organized and properly trained, and that all required activities are carried out properly;
- Performs routine A/R collections and identifies and escalates delinquents accounts to the attention of the Comptroller, as required;
- Ensures that all invoicing is completed in a timely manner, properly prepared and in compliance with the Division's policies and procedures and in accordance with contractual terms and commitments;
- Responsible for reviewing month-end fuel consumption reports and entering vessel fuel transactions and barge transfers;
- Responsible for general ledger (GL) maintenance and reconciliations, handling of inquiries regarding account coding, and GL entries;
- Coordinates and ensures monthly reconciliation's of all GL accounts are prepared and reviewed in a timely basis;
- Maintains and prepares fuel delivery summaries and ensure volumes and revenue amounts are reconciled to the general ledger.

### **2. Supports Divisional operations via accurate and timely financial reporting.**

- Provides assistance to the Comptroller related to monthly, quarterly and year-end reporting, budget preparation, and preparation of ad hoc reports as required;
- Coordinates and prepares monthly variance reports for various levels of the Division, including Marine Operations, Shipyard Operations and Cargo Handling Operations. Also coordinates and prepares variance reporting on revenue and other expenditures as required;
- Reviews transactions regularly in financial accounting system data for consistency with financial regulations and established budgets/cash flow projections, and proper coding;
- Identifies irregularities, potential budget deficiencies, procedural errors and/or significant variances from established budgets/cash flows, advising the Comptroller accordingly and recommending remedial action where required.

### **3. Provides Budget and Forecasting support to all levels of the Division**

- Assists the Comptroller and Financial Planning and Budget Analyst with management of the budgeting process for MTS;
- Assists in the preparation of financial analysis and other support documents for annual budgetary exercise (e.g. Business Plans);

- Assists with the preparation of the MTS Capital Acquisition Plan;
- Assists the Financial Planning and Budget Analyst with the coordination and compilation of the operational budgets of the various areas within MTS;
- Assists with the development of cash flow forecasts and other forecasting models based on budget inputs.

**4. Provides information and reporting as required.**

- Consults with divisional managers to design and develop meaningful financial reports, and updates and distributes these reports to the managers for monthly review;
- Provides assistance on financial requirements of contract administration; purchasing, budgeting, coding, and interpretation of financial reports;
- Provides on-the-job training on financial-related matters (e.g. procedures, reports and systems) to other staff;
- Provides assistance to auditors and external consultants when required;
- Prepares Specimen Signature Records for the Division's Expenditure and Contracting Authorities;
- Assists with projects as required (e.g. the Marine Transportation Services website and in-house database applications).

**5. Provides administrative services and support.**

- Confirms and clarifies, as needed, information contained on vendor invoices;
- Prioritizes invoices according to their payment terms and facilitates prompt payment to avoid interest charges;
- Prepares journal vouchers to correct coding, data entry errors, and year-end accruals.
- Responds to vendors about account inquiries;
- Supports the administration of Corporate Purchase Credit Card (VISA) accounts in conjunction with Financial Shared Services (FSS);
- Processes payments received from third parties by preparing general receipts, transmittal advices and bank deposits with the appropriate coding;
- Provides data collection and reporting to support business decision making;
- Communicates effectively with staff when information is requested, problems arise, and for sharing information;
- Assists in ensuring the flow of timely and quality documentation to/from FSS.

**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**

- Working knowledge of financial statement preparation and interpretation;
- Knowledge of Generally Accepted Accounting Principles (GAAP), financial administration procedures, financial accounting computer systems and database concepts;
- Knowledge of contracting regulations and Business Incentive Policy (BIP);
- General knowledge of the financial organizational framework of government;
- Good accounting skills in order to understand and apply accounting concept and financial terms within funding agreements;
- Proficiency in using various computer software packages particularly spreadsheet, database, word processing and accounting applications;
- Strong verbal and written communication skills utilizing tact, diplomacy and persuasion;
- Ability to organize time effectively in order to meet deadlines;
- Ability to work as a team member on projects.

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

The completion of the 2nd level of a recognized accounting program, or equivalent post-secondary education in accounting and/or financial management, and 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: To choose a language, click here.**

- ☐ Required
- ☐ Preferred