



IDENTIFICATION

Department	Position Title	
Infrastructure	Financial Analyst	
Position Number	Community	Division/Region
33-16857	Yellowknife	North Slave

PURPOSE OF THE POSITION

This position is responsible for supervision of the daily financial and administrative activities of the Department of Infrastructure (INF) in the North Slave Regional Office (NSRO). The incumbent oversees all accounts receivable and payable functions, duty travel, procurement of goods, controllable assets and inventory. This position is responsible for oversight and quality assurance of the Department's financial transactions, analysis of financial data, and co-ordination of budget development and variance reporting.

SCOPE

This position is in Yellowknife and reports to the Regional Manager, Finance & Administration. The Financial Analyst provides financial analysis and advice to NSRO programs/project staff, as well as provides financial assistance to suppliers and contractors on a daily basis. The incumbent works with staff, the public, outside agencies and other Government of the Northwest Territories (GNWT) departments. The incumbent is an expert resource in the Department's financial and contracting processes and as such, is the escalation point for unusual or complex issues.

With the implementation of Financial Shared Services (FSS), all day-to-day transactional activities are processed in the GNWT's System for Accountability and Management (SAM) by FSS. However, the Department remains accountable for all regional budgets and expenditures processed in SAM by FSS. The Financial Analyst provides quality assurance and financial analysis to ensure financially accurate information is available to make decisions in regard to budgets, contracting and procurement.

The scope of activities include:

- Expenditure authority initiation up to \$50,000 per transaction.
- Expenditure authority contract performance up to \$100,000 per transaction.
- Standing/acting authority for the Regional Manager, Finance & Administration (initiation \$100,000 and contract performance \$250,000).
- Collection of receivables up to \$1 million per annum.
- Auditing of approximately 75 capital contracts with 100 change orders, 300 capital contract payments, 75 Operations and Maintenance (O&M) contracts, 2,000 O&M contract payments and 12,000 utility payments.
- Supervision of support staff.

The Financial Administration Manual (FAM), Government Contract Regulations, Digital Integrated Management Information System (DIIMS), Contract Information System (CIS) and relevant departmental policies and procedures guide the incumbent.

RESPONSIBILITIES

1. Provides oversight and quality assurance to detect and correct errors, identify areas of improvement, and ensure adherence to business processes, government policies and financial regulations.

- Implements an internal financial control system by ensuring all expenditures and transactions comply with government policies and regulations;
- Conducts sample audits on payables vouchers to ensure the documents have the correct coding, dollar value and signing authority;
- Audits Capital and O&M (Operation and Maintenance) contract files to ensure project values have been committed correctly, change orders are complete and accurate, and payments have been coded correctly, properly authorized and are within the total contract value;
- Reviews Capital and O&M financial documents to ensure adequate and correct documentation in support of transactions and reports;
- Reviews, tracks and monitors departmental signing authorities to ensure proper expenditure officer approval of documents;
- Verifies departmental budgets through budget checks to ensure sufficient funds are available;
- Prepares adjusting entries as required;
- Analyses the nature and causes of errors in financial documents to identify areas needing improvement;
- Liaises with management and FSS concerning error trends and inefficiencies; and,
- Makes recommendations to the Regional Manager, Finance & Administration with respect to financial and administrative matters.

2. Prepares, analyzes, and consolidates financial data for the Manager, Finance & Administration.

- Prepares the financial details for preparation of Main Estimates through coordination with program managers;
- Co-ordinates the Department's annual budget spread/cash flow exercise through

- consultation with program managers and utilizes historical expenditure trends;
 - Identifies expenditures made on behalf of client departments and ensures reimbursement through the chargeback process;
 - Provides Capital contract status reports and other support documents for use by the Regional Manager, Finance & Administration and projects staff;
 - Analyzes utility reports to identify anomalies in billing;
 - Develops and maintains internal processes for the ongoing management of the Department's budgets;
 - Makes recommendations to the Regional Manager, Finance & Administration; and,
 - Maintains a repository of financial reports and budget exercise outputs to prepare analysis and reference for future planning.
- 3. Provides ongoing financial administration, advice and information to the Manager, Finance & Administration to ensure budgetary controls and management are in place.**
- Maintains a system that ensures program managers perform a monthly analysis and fiscal year-end projections of the operations and maintenance and capital budgets;
 - Co-ordinates meetings with the program managers and Regional Superintendent in reviewing and analyzing monthly/quarterly variance reports submitted;
 - Prepares monthly expenditure management reports for program managers;
 - Reviews various SAM management reports on a monthly basis and advises program managers in the Department of any information gaps or inaccuracies and recommends corrective action;
 - Reviews and analyzes weekly free balance reports and compares to quarterly variance projections;
 - Reviews payroll distribution reports and identifies any corrections to be made;
 - Reviews revenue accounts monthly to ensure revenues are accurately recorded and promptly collected;
 - Manages the NSRO's general ledger accounts to ensure balances are kept current and adjustments are made in a timely manner;
 - Develops and implements effective management reports for managers and the Regional Superintendent to assist with their program deliveries;
 - Liaises with project staff and client departments when budget shortfalls become apparent on capital projects and purchasing;
 - Ensures completion of monthly general ledger reconciliations;
 - Provides financial advice to project and program managers to ensure they understand the status of their budgets and projected outcomes; and,
 - Ensures compliance by responding to audit requests from the Auditor General's Office and internal auditors.
- 4. Prepares year-end financial reporting information through liaison with program managers.**
- Coordinates the year-end process, ensuring revenues and expenditures are recorded in the correct fiscal year;
 - Prepares all year-end general ledger reconciliations;
 - Ensures all prepaid expenses and accrued liabilities are recorded; and,
 - Completes a final analysis of utility accounts of all assets in the region to identify

accrual amounts.

5. Provides supervision, training, and administrative reviews.

- Provides day-to-day supervision in areas of accounting, administration and purchasing;
- Provides input to performance evaluations;
- Participates as appropriate in the progressive discipline process;
- Assesses training requirements of staff and implements training plans;
- Administers the corporate travel credit card program to ensure card holders are aware of and follow the terms and conditions of GNWT travel directives and policies; and,
- Supervises monthly Visa administration to ensure all transactions are authorized, accounted for, and coded correctly.

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

- Knowledge of financial planning and budgetary development concepts, and generally accepted accounting principles;
- Knowledge of cash flowing, auditing and analysis techniques;
- Good analytical skills, and skills in complex computerized accounting application, MS Word, Excel or similar financial management, database management, word processing and spreadsheet software;
- Able to work in a fast-paced multi-tasking environment with tight deadlines;
- Ability to use tact and diplomacy when required; and,
- Able to work with a culturally diverse group of clients and staff, agencies, and organizations.

Typically, the above qualifications would be attained by:

Completion of four years towards a recognized accounting program with three years financial 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 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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred