

## IDENTIFICATION

Department	Position Title	
Infrastructure	Financial Services Officer	
Position Number	Community	Division/Region
33-1966	Inuvik	Beaufort Delta

## PURPOSE OF THE POSITION

The position is responsible for the day-to-day management of the financial activities undertaken by the Department of Infrastructure in the Beaufort Delta Region. The position directly oversees all accounts payable and receivable functions, duty travel and provides for oversight and quality assurance for all financial transactions processed through the regional office. It also provides analysis of financial data and assists with the co-ordination of budget development and variance reporting.

## SCOPE

This position is located in Inuvik and reports to the Financial Analyst. The scope of activities undertaken or administered includes:

- Spending authority initiation up to \$50,000 per transaction.
- Spending authority contract performance up to \$50, 000 per transaction.
- Standing Acting authority for Financial Analyst.
- Administration of capital projects up to \$20 million per annum.
- Verification of payment of utilities, \$12 million budget per annum.
- Licensing Agent

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



The Inuvik Region of the Infrastructure Department is administratively responsible for the Sahtu Area Office. All financial operations are managed out of the Inuvik Regional Office. The combined appropriated budget for both annually averages \$29 million.

The Department also manages the Deferred Maintenance and Capital Asset Retrofit programs. The Deferred Maintenance program is annually funded at \$5 million in Operations and Maintenance (O&M) with another \$3 million in Capital funding while the Capital Asset Retrofit Fund (CARF) program is funded at \$1.2 million. The funding for these programs is allocated

Annually to each regional office based on the developed work plan and each region is responsible for the financial management of the assigned funding, and the tracking of expenditures associated with each government asset.

In 2010/11, responsibility and funding for utilities was transferred from departments and consolidated. Through that initiative the department became responsible for the payment of utilities for the majority of Government of Northwest Territories (GNWT) facilities. While payment responsibility has transferred to FSS, the Department remains accountable for the overall utilities budget and for the tracking and monitoring of expenditures and utility consumption data. This data is used by the Department in determining the permanent and on- going energy savings achieved through investments made through CARF and other GNWT Energy Priority Investments (EPI) investments managed by Department of Infrastructure. It is critical utility expenditures and consumption data be recorded accurately against each asset so savings can be calculated correctly. As part of this responsibility, the Department is required to identify utility permanent savings and re-profile those funds in making CARF a self- funded program.

The Financial Services Officer provides financial and administrative advice to employees in the Inuvik Regional Office as well as employees in the and Beaufort-Delta Communities.

The Financial Administration Manual (FAM), Government Contract Regulations, Business Incentive Policy, Contract Information System 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.**



- Implement 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.
- Reviews Capital and O&M financial documents to ensure adequate and correct documentation in support of transactions and reports.
- 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.
- Analyzes the nature and causes of errors in financial documents to identify areas needing improvement.
- Liaises with management and FSS concerning error trends and inefficiencies.
- Makes recommendations to the Financial Analyst with respect to financial and administrative matters.
- Prepares requests for adjusting entries as required.

**2. Prepares, analyzes and consolidates financial data for the Manager, Financial and Administrative Services.**

- 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 Manager, Financial and Administrative Services 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.

**3. Provides ongoing financial management, advice and information to the Financial Analyst to ensure budgetary controls and management are in place.**

- 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 revenue accounts monthly to ensure revenues are accurately recorded and promptly collected.



- Updates the Region's general ledger accounts to ensure balances are kept current and adjustments are made in a timely manner.
  - Liaises with Projects staff and client departments when budget shortfalls become apparent on capital projects and purchasing.
  - Prepares monthly General Ledger (GL) reconciliations.
  - Provides financial advice to Project and Program Managers to ensure they understand the status of their budgets and projected outcomes.
  - 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.**
- Assists with the year-end process ensuring revenues and expenditure are recorded in the correct fiscal year.
  - Prepares year-end general ledger reconciliations. □ Records prepaid expenses and accrued liabilities.
  - Completes a final analysis of utility accounts for all assets in the region to identify accrual amounts.
  - Coordinates the visa card & mobile devices for the Department
- 5. Assists with Road Licensing and Safety duties when necessary by issuing driver's licenses, GICs (General Identification Card), vehicle registrations and license plates, driver's abstracts, administering tests, doing weekly cash outs & monthly inventory reporting:**
- Ensuring clients identity, validating insurance, vehicle ownership, verifying and cross-referencing information from other jurisdictions to confirm the eligibility of the services for the client. Declining services based on non-adherence to policy and procedures.
  - Receiving applications and making appointments for drivers' examinations and ensuring eligibility; administering and overseeing, marking and reviewing written examination for all classes of driver licensing.
  - Issuing driver abstracts and conducting record searches for individuals and authorized agencies for a prescribed fee.
  - Accepting order and prescribed fees for personalized license plates and reports that are required in accordance with established acts, regulations, policies and procedures.
  - Accurately calculating and collecting fees for all services provided and performing daily bank deposits, ensuring that there is sufficient change in the petty cash float and daily reconciliation of revenue.



- Ensuring that no unauthorized agencies or individuals received or have access to any motor vehicle records except as outlined in the Motor Vehicle Act.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Position requires concentrated attention to detail, and lack of control over work pace because of irregularities in workflow. This position requires the incumbent to manage public demands and difficult clients on a regular basis and often involves complaints or derisive comments that may also occur outside of work hours.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial planning and budgetary development concepts, and generally accepted accounting principles (GAAP).
- Analytical skills and skills in computerized accounting, spreadsheet and word processing software and have a working knowledge of tendering, contracting and financial administration.
- Ability to work in a high stress, multi-tasking environment with tight deadlines, must demonstrate tact in diplomacy in dealing with a diverse group of clients, staff, customers, vendors, agencies and organizations.
- Capable of comprehending the Motor Vehicles Act, policies and procedures.
- Verbal and written communication skills necessary to interact with the public in a tactful manner
- Knowledge of data entry, basic computer skills and the ability to troubleshoot computer equipment, systems and software.
- Ability to maintain confidentiality of records
- Capable of working with minimal supervision

- 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.

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

Grade 12 diploma and 2 years' experience in a computerized accounting environment.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A Class 5 driver license.

**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 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