



## IDENTIFICATION

Department	Position Title	
Infrastructure	Finance Officer	
Position Number	Community	Division/Region
33-3256	Yellowknife	Corporate Services

## PURPOSE OF THE POSITION

The Finance Officer position provides operational financial support to the headquarters divisions of the department, as well as providing information and support to regional financial staff as required, in accordance with GNWT acts, policies, procedures and processes.

## SCOPE

Located in Yellowknife and reporting to the Manager, Financial Operations, the Finance Officer plays a role in providing operational financial support in the areas of budget administration, including operations and maintenance (O&M) budgets, infrastructure programs (capital and O&M) and third-party funding agreements. The position supports divisions in headquarters, as well as providing information and support to regional areas as needed.

The Finance Officer is responsible for executing activities related to the day-to-day operations of the Department and is expected to assist in the development and implementation of internal policies and procedures to effectively and efficiently manage the financial and operational services of the department. This includes verifying documents are accurate and adhere to government policies and procedures, and ensuring Department staff has timely, relevant and accurate information for managing budgets and exercising spending authority. The Finance Officer assists in maintaining security access for SAM Users and specimen signature records for all Departmental staff. The position supports divisions in headquarters, as well as providing information and support to regional areas as needed.

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project

management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT (Northwest Territories), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.

On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

This position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT act, regulations, policies and procedures that includes the Financial Administration Act, Financial Administration Manual, Contract Regulations, Public Service Act, Public Service Regulations, the Human Resource Manual and various GNWT policies.

## **RESPONSIBILITIES**

### **1. Manages the process and maintains records for Signing Authority Designations and security access to the GNWT Human Resources Information (HRIS) and System for Accountability and Management (SAM).**

- Provides advice on expenditure authority levels and appropriate coding for Specimen Signature Records (SSR's).
- Prepares financial approval authorities' spreadsheet for approval by appropriate authority.
- Prepares, reviews, monitors and maintains SSR's.
- Ensures specimen signature records are entered and approved in SAM.
- Reconciles SAM specimen signature records against current staffing.
- Prepares, reviews and monitors all system access requests in conjunction with employee commencement and terminations.

### **2. Performs duties as Department's Credit Card Administrator.**

- Maintains a listing of all credit card holders.
- Submits all credit card applications to the Department of Finance.
- Administers and maintains the credit card holder agreements and provides training to cardholders to ensure they are aware of GNWT and Departmental policies regarding use.
- Coordinates departmental monthly visa reconciliations and assists with the approval of all credit card transactions posted to SAM.

- Reviews credit card transaction reports for correct coding and supporting documentation, confirms with Managers for expenditure authority.
  - Monitors for compliance to requirements and reports any unauthorized use to the appropriate supervisor for corrective action.
- 3. Maintains and provides advice to program managers in the administration of multiyear service and goods purchase contracts.**
- Assists in the preparation of multiyear contracts and change orders.
  - Advises program managers to clarify contract regulations, policies, procedure and processing of contracts as needed .Completes quarterly contract and expenditure reconciliations to ensure compliance with GNWT financial and procurement rules and regulations, including preparing the annual contract reporting requirement for tabling of the GNWT contract reporting.
  - Coordinates and compiles documentation for contract audits
  - Confirms all contracts receive the correct approval and are signed and committed as necessary and program managers have all related documentation (sole source approval, negotiated contract decision paper etc.)in place.
  - Exercises Spending and Contract Authority for the procurement of Goods and Services up to a maximum of \$50,000 for initiation and contract performance;
- 4. Provides guidance, training and oversight on Financial Administrative Systems for accuracy and consistency in recording financial processing and reporting information.**
- 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 financial documents for payment ensuring that the correct coding and spending authority has been applied.
  - Prepares journal vouchers to correct coding, data entry errors, and year-end accruals with full expenditure approval authority on adjustments.
  - Respond to vendors about account inquiries.
  - Establishes and maintains up-to-date financial files for accounts payable.
  - Provide data collection and reporting to support business decision making.
  - Communicate effectively with staff when information is requested, problems arise, and for sharing information.
  - Assist in ensuring the flow of timely and quality documentation to/from FESS.
- 5. Performs the accounting and revenue collection functions for the Department of Infrastructure.**
- Accepts and verifies monies received from various sources.
  - Prepares bank deposits in SAM and deposit funds into INF Department account.
  - Prepares and maintains departmental deposit files.
  - Notifies ConRev of coding and allocation of direct deposit funds.
  - Prepares and submits monthly book to bank reconciliation.
  - Prepares and submits billing requests on behalf of the Department.

- Follows up on accounts receivable up to 90 days.
- Liaises with suppliers and Department of Finance when questions arise regarding outstanding receivables.
- Works collaboratively with other positions and regional employee(s) also assigned to this function.
- Use of the secure Driver and Vehicle Licensing System (DRIVES) in order to accurately record revenue generated and create deposits for online transactions.
- Manages a computerized billing system for all airport general terminal fees, aircraft landing and aircraft parking fees at NWT airports.
- Monitors and reconciles statements and corrects anomalies.
- Coordinates and often delivers training of staff to operate the system effectively.
- Works with NAV Canada on the content of the NAV Canada Aircraft Movements System (NCAMS), the source data for the billing system.

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

- Consults with program managers to design and develop meaningful financial reports, and updates and distributes these reports to the program 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)
- Conducts financial research projects including historical trends;
- Provides assistance to auditors and external consultants when required;
- Assists with projects as required Reviews INF Financial Operations mailbox and allocations to the region responsible. Follows up and ensures responses to inquiries and issues.

**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 statement preparation and interpretation;
- Knowledge of Generally Accepted Accounting Principles, financial administration procedures, financial accounting computer systems and database concepts;
- Knowledge of contracting regulations and Business Incentive Policy;
- Knowledge of the financial organizational framework of government or the ability to learn within 3 months of starting;
- Good accounting skills in order to understand and apply accounting concept and financial terms;
- Ability to compose historical trend analyses;
- Proficiency in using various computer software packages particularly spreadsheet, database, word processing and accounting applications;
- Good verbal and written communication skills, including 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:**

This knowledge base is normally acquired through completion of the 2<sup>nd</sup> level of a recognized accounting program, or equivalent post-secondary education in accounting and/or financial management and 3 years related experience.

## **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 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:**

- Required
- Preferred