



IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Finance Officer	
Position Number	Community	Division/Region
33-3791	Fort Smith	South Slave

PURPOSE OF THE POSITION

The Senior Finance Officer is responsible for the direct operational performance and supervision of the financial transaction processing activities of Accounts Payable/Accounts Receivable journal entries, vendor and customer maintenance in the Fort Smith area. The position directly oversees all accounts payable and receivable functions, duty travel and procurement of goods and services, 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. This position operates within applicable legislation, regulations, policies, procedures and guidelines.

SCOPE

This position is located in Fort Smith and reports to the Manager, Financial and Administrative Services. The scope of activities undertaken or administered includes:

- Spending authority initiation up to \$50,000 per transaction
- Spending authority contract performance up to \$100,000 per transaction
- Standing Acting authority for Manager, Financial & Administrative Services
- Administration of capital projects up to \$20 million per annum
- Collection of receivables and revenue up to \$5 million per annum
- Verification of payment of utilities, \$5 million budget per annum

Reporting to the Senior Finance Manager are four employees, Senior Admin Clerk, Administrative Assistant, Records Centre Clerk, and RL&S 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. While the Hay River and Fort Smith Regional Offices maintain separate appropriated budgets, all financial operations are managed out of the Hay River Regional Office. Annually, the combined appropriated budget for both averages \$30 million.

The Department also manages the Deferred Maintenance and Capital Asset Retrofit programs. The Deferred Maintenance program is annually funded at \$5 million in O&M (Operation and Maintenance) 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 GNWT facilities, and while payment responsibility transferred to Financial Shared Services 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 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 the Department. It is critical for utility expenditures and consumption data to 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 Senior Finance Officer provides financial and administrative advice to the employees in the Fort Smith Regional Office along with other employees in the Hay River Area Office.

The Financial Administration Manual (FAM), Government Contract Regulations, Business Incentive Policy (BIP), 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, identifies areas of improvement and ensures 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 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.

- Analyzes the nature and causes of errors in financial documents to identify areas needing improvement.
- Liaises with management and Financial Shared Services concerning error trends and inefficiencies.
- Makes recommendations to the Manager, Financial and Administrative Services with respect to financial and administrative matters.

2. Prepares requests for adjusting entries as required.

- Prepares, analyzes and consolidates financial data for the Manager, Financial & Administrative Services.
- Prepares the financial details for preparation of Main Estimates through coordination with Program Managers.
- Coordinates 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 Manager, Financial & 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 Manager, Financial & Administrative Services 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.
- Manages the Region's general ledger (GL) 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.
- Ensures reconciliation of monthly 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.

- 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.
- Completes a final analysis of utility accounts for all assets in the region to identify accrual amounts.

5. Road Licensing and Safety.

- Oversees the daily operation of Fort Smith Road Licensing services and provide training, advice and support to the issuing staff; develops and adheres to standards and procedures related to program delivery and ensures that they are followed.
- Reviews documents found to be questionable as per the fraudulent document review procedures, and provides a decision as to the acceptability of documents in order to provide the decision with regard to acceptance of the document for issuing purposes.
- Ensures the collection of revenues are in accordance with the *Financial Administration Act*, assists with the monthly reconciliation of Motor Vehicles revenues with the GNWT financial system and accounts, and analyses results against regional budgets and cash flows to ensure regional targets are met.
- Maintains compliance with the *Access to Information and Protection of Privacy Act*, (ATIPP) regarding client confidentiality.
- 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.

6. Records Management and ATIPP.

- Coordinate the management of Divisional records to ensure records are maintained consistent with procedures.
- Coordinate the proper storage, identification and labeling of records, appropriate disposal practices are followed.
- Provide advice to implement and maintain Divisional ORCS/ARCS (Operational and Administrative Records Classification Systems) to territorial standards.
- Work with the Department's Records Coordinator and Corporate Information Management division, to facilitate access to records stored in the region.

7. Manage the unit's human resources administrative functions in accordance with employment agreements.

- Lead, coach and mentor direct report employees.
- Participate in staffing, supervising and developing the incumbents of reporting positions.

WORKING CONDITIONS

Physical Demands

No unusual physical demands

Environmental Conditions

No unusual physical conditions

Sensory Demands

No unusual physical demands

Mental Demands

No unusual physical demands

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial planning and budgetary development concepts, and generally accepted accounting principles (GAAP).
- Analytical and problem solving skills with attention to detail and accuracy.
- Skilled in computerized accounting, spreadsheet and word processing software
- Knowledge and proficiency with tendering, contracting and financial administration.
- Ability to work in a high stress, multi-tasking environment with tight deadlines.
- Professional demeanor, tactful and diplomatic in dealing with a diverse group of clients, staff, customers, vendors, agencies and organizations.

Typically, the above qualifications would be attained by:

Specialized coursework in accounting with 4 years of experience in a computerized accounting environment or equivalent combination of training and experience.

Alternatively, this knowledge base can be acquired through completion of Grade 12 and 5 years of experience in a computerized accounting environment.

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: Select language

- Required
- Preferred