



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Comptroller – Stanton Territorial Hospital	
Position Number	Community	Division/Region
48-10851	Yellowknife	Financial Planning, Operation, and Hospital Comptrollership /Yellowknife

PURPOSE OF THE POSITION

The Comptroller – Stanton Territorial Hospital (Comptroller) is responsible and accountable for the overall financial management of the Stanton Territorial Hospital (Stanton) to ensure the organization operates in accordance with governing legislation, policies, procedures, and guidelines.

The Comptroller provides leadership in the management of the financial planning, budgeting, accounting, financial reporting, CRA compliance, physician billing, and sundry administrative services. This includes participating in Stanton strategic planning, preparing budgets, as well as monitoring 3rd party funding and contribution agreements and service providers in various communities.

SCOPE

NTHSSA is an independent public agency delivering a full range of health and social services programs and services under the jurisdiction of the HSS to the public. The authority for NTHSSA to exist comes from *the Hospital Insurance and Health and Social Services Administration Act (HIHSSA)*. This includes the establishment and appointment of the NTHSSA Leadership Council (Council) to govern the Authority. A Finance Committee exists as a subcommittee of the Council that considers all financial matters before they are presented to the Council.

Although this is the overarching legislation, NTHSSA in partnership with the Department of Health and Social Services (DHSS) has delegated authority to administer and comply with all or parts of many other NT health and social services Acts including but not limited to the: *Health Information Act, Health And Social Services Professions Act, Child And Family Services Act, Medical Care Act, Medical Professions Act, Mental Health Act, Midwifery Profession Act, Nursing Profession Act, Ophthalmic Medical Assistance Act, Optometry Act, Public Health Act and Social Work*



Profession Act. Programs and services include primary, secondary, and tertiary health and social services (HSS) covering family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. Along with the many clinics and health care centres operating throughout the NT, there are two hospitals under NTHSSA responsibility: a regional hospital in Inuvik and one in Yellowknife servicing the entire NT. The hospital in Yellowknife is the Stanton Territorial Hospital (STH) and provides a full spectrum of acute, outpatient and extended care services. It is the largest Branch of NTHSSA and is a key part of the territorial integrated approach to healthcare.

Two jurisdictions: Hay River and Tłı̄chǫ within the NT deliver local HSS independent of NTHSSA. This situation adds a layer of complexity as the administration and assurance that local services are provided at NTHSSA standards must be established through a collaborative arrangement documented in a Memorandum of Understanding (MOU) between each jurisdiction and the Authority.

The remainder of the NWT is part of NTHSSA and is divided into five regions: Beaufort Delta, Sahtu, Dehcho, Fort Smith and Yellowknife.

NTHSSA also provides specialized medical services that are not available locally to residents of the Kitikmeot region of Nunavut through a formal agreement with the Government of Nunavut (GN). Hospital and emergency health care services are also made available to non-residents employed and working in the NT in the mining and other business sectors through several third-party formal contracts with employers.

NTHSSA employees are part of the GNWT employment pool. NTHSSA is the largest employment entity within the GNWT departments, boards and agencies, with a very wide range of classifications of employees including medical specialists, professionals, management, office staff, union employees, 24/7 essential services, part-time, full-time, casual and shift work.

As a public agency, the Authority is required to comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include the NT FAA and Regulations and manuals, NT PSA and Regulations, Human Resources Manuals, GNWT financial and accounting policies and procedures, and PSAS and GAAP. NTHSSA is directly accountable to the Administrator as well as DHSS and through DHSS to the NT Financial Management Board (FMB), GNWT Executive Council (Cabinet) and the NWT Legislative Assembly.

A public report including the audited financial statements must be tabled in the NWT Legislative Assembly annually. The Office of the Auditor General (OAG) performs the audit of NTHSSA separate and apart from the GNWT audit. This results in a direct relationship between the OAG and the Authority.



Accurate, timely, comprehensive, and understandable financial reporting is essential, not only to prepare the annual audited financial statements but also to complete financial statements, claims and reports related to comprehensive funding agreements. The consequences of not meeting deadlines from various sources such as dates entrenched in legislation, set by the OAG, set by DHSS or other GNWT sources and/or included as terms and conditions of contribution agreements can be significant. These potential consequences include the loss of revenue, official criticism by the OAG, and political concern raised in the Legislative Assembly.

Operating at arm's length from government, the Authority is required to cover all expenses from the revenues received from public sector contribution agreements and MOUs, and contracts with the private sector. The primary contribution to operate comes from a complex core funding agreement from DHSS. As well, DHSS also provides several sources of targeted funding which are limited to specific programs and services and as such require separate accounting and reporting for each individual agreement. Many of these targeted contributions come through DHSS from the Government of Canada. These federal/territorial agreements have their own set of accountability requirements. To access these funds, NTHSSA must ensure the internal financial accounting structure and reporting meets the terms and conditions of these DHSS/Government of Canada agreements. NTHSSA also receives funding through the agreement with the GN, MOUs with Hay River Health and Social Services Authority (HRHSSA) and the Tłıchǝ Community Services Agency (TCSA) and private sector contracts for services to non-residents working in the NT.

Developing comprehensive fiscal policies and strategic plans and reliable budgets, establishing strong financial controls, ensuring all potential revenues are collected, implementing comprehensive accounting and tracking practices, and ensuring accurate and timely reporting is occurring are all essential to the ongoing success of NTHSSA. The Authority manages a full range of financial and accounting operations covering Operations Expenses and Revenues, maintains and manages its own Treasury functions; bank accounts; Accounts Receivable; Accounts Payable; Materials Management; Comptrollership; protection of assets; contract administration; budgeting; fiscal planning; variance analysis, forecasting and reporting; financial statement preparation and reporting functions. Although the Authority operates its accounting and payroll systems on the GNWT's System for Accounting and Management (SAM) and utilizes GNWT Shared Services functions for processing transactions, it does not access GNWT central agencies directly for most centrally managed and coordinated services in conjunction with government departments. The Finance Branch is the "central agency" for NTHSSA performing many of the same functions as the Department of Finance (FIN) does for GNWT departments.

The NTHSSA is confronted with significant financial challenges due to substantially rising inflationary costs and constant growth in demand for services while funding sources are not keeping pace. This has resulted in a continual rising of the accumulated debt. This fiscal



situation places a great deal of pressure on the Finance Branch to ensure NTHSSA can continue to cover operational needs and at the same time control expenditures as much as possible. In this environment financial sustainability has become a major concern.

NTHSSA has the largest budget and operational expenditures of any single entity within the GNWT departments and agencies after accounting for the funding paid out from departments to public agencies. Factoring in the fact that the Authority is carrying a significant deficit which is rising every year means that comprehensive analysis of financial operations, accurate forecasting based on well thought-out models and methods and regular monitoring of variance reports has become a fundamental part of financial business operations. Accurate and comprehensive forecasting and variance reports are essential to allow good decision making with respect to budget allocations and operational spending for NTHSSA as whole, including at the governing body level.

NTHSSA is comprised of seven Branches headquartered in Yellowknife. The Branches are Office of the Chief Executive Officer (CEO), Finance; Clinical Integration; Child, Family and Community Wellness; Corporate and Support Service; Regional Operations, and Stanton Territorial Hospital.

Located in Yellowknife, the Comptroller is part of the finance team and reports directly to the Director Financial Planning, Operations and Hospital Comptrollership, and indirectly to the Chief Operating Officer Stanton Hospital (COO).

The Comptroller is the senior financial position in Stanton and performs a pivotal role in the NTHSSA Comptrollership. The Comptroller works closely with the NTHSSA Finance team, is responsive to the COO and serves as a subject matter expert in program matters related to accounting and financial operations. In this regard, the Comptroller ensures regulatory compliance with territorial policies and standards, quality assurance of Stanton financial management, and materials management support activities.

The Comptroller supports the delivery of health and social services by providing professional financial advance and information within the parameters of Generally Accepted Accounting Principals (GAAP), Public Sector Accounting Standards (PSAS), Federal statutes, the GNWT Financial administration Act and (FAA) and Manual, Territorial Health Insured Services Acts (THIS), Non-Insured Health Benefits (NIHB), Metis Health Benefits, Indigent Health Benefits, Extended Health Care Benefits, Reciprocal Billing, NWT Human Resources legislation the NWT Public Service Collective Agreements, and regional policies, procedures, and practices.

In order to assist Stanton senior managers and the COO in managing their operations in an efficient and effective manner, it is critical that the Comptroller have a comprehensive understanding of the various programs and services that are delivered by Stanton. While the responsibilities of this position are governed by the NTHSSA financial accountabilities



framework, legislation, the accounting principles, the incumbent has latitude in making internal policy, procedural, and practice decisions concerning financial operations.

The Comptroller is responsible for the on-going maintenance and development of financial internal controls and accounting to ensure compliance with the NTHSSA financial reporting and accountability framework. The Comptroller also manage budget and variance reporting for Stanton.

The Comptroller, as part of the Stanton senior management team, is expected to play a leading role in supporting strategies and initiatives of Stanton Hospital.

DIMENSIONS

The source of the following information is the 2024-25 Annual Report:

- Number of Employees: 1891
- Actuals: Revenues: \$589M
- Total Expenditures: \$617M
- Deficit: \$28M
- Accumulated Deficit: \$3015M
- Net Debt: \$311M

RESPONSIBILITIES

1. Directs and leads the overall financial resources of the Stanton Territorial Hospital for the delivery of programs and services, including: business planning, internal control frameworks; budget development and control; year-end audit- third party billing; financial reporting; coordinating year-end procedures; controlling expenditures; and managing financial terms of third-party agreements.
2. As a member of the Stanton management team. Shares responsibility for the overall leadership and management of Stanton to facilitate the achievement of established goals and objectives.
3. Accountable to provide all aspects of budget management and oversight, including financial analysis and variance reporting. The Comptroller provides direct support to the annual audit of the Office of the Auditor General for Canada (OAG) as required for the formulation of audited NTHSSA Consolidated Financial Statements.
4. Accountable for Stanton's accounts payable activities and performs related activities. Responsible for ensuring activities which are related to entering invoices, processing cheques, file administration, vendor management, and bi-weekly payroll imports are completed in a timely, accurate, and efficient manner.



5. Accountable for Stanton's accounts receivable activities and provide oversight and director for the billing activities for services rendered to individuals, insurers and other third parties in accordance with relevant acts, regulations, policies and procedures. Responsible for ensuring activities which are related to entering invoices, processing receipts and payments, file administration, cash receipts, and bank receipts are completed in a timely, accurate, and efficient manner.
6. Ensure restricted or third-party expenses and revenue is maximized by working with management.
7. Accountable for Stanton's medical billing activities. Responsible for ensuring activities which re related to processing facility fee, processing MD fees, and file administration are completed in a timely, accurate, and efficient manner.
8. Leads Stanton staff through processes which identify forced growth, program expansion, revenue generation, and cost saving initiatives to ensure Stanton remains able to provide core services to clients. Responsible for working with management on identification of areas of cost savings and revenue generation without impacting patient care. Assist Management in understanding payroll related reports. Ensure Visa One transactions are processed completely and correctly.
9. As directed by the Director Financial Planning, Operations and Hospital Comptrollership, implements changes require for both Stanton and the NTHSSA to achieve their long-term goals and strategic direction.
10. Leads the development and management of the Stanton's budget. Develop budget documents and briefing materials for the budget. Ensure areas for expense reallocation and under budget are identified, and all contracts and agreements are included in the budget. Review and ensure budget documents are completed and reviewed by the COO within the deadlines set by the budget schedule. Support Stanton Management in preparation of Forced Growth, New Initiatives and Supplementary appropriations.
11. Responds to all requests for information by the Auditor General of Canada on a timely basis. Lead and accountable for Stanton processes related to NTHSSA's year-end audit. Ensure journal adjusting entries are posted correctly, and audit sampling documents are provided in a timely manner.
12. Leads the development and implementation of financial policies, systems and procedures to ensure effective planning and effective operation for Stanton. Prepares reports that analyze the administrative and financial impact of new and evolving programs, legislation or economic circumstances.



- 13.** Lead and support Management in completing the Quarterly Variance Process. Guide and support unit personnel in variance process. Assign areas to applicable staff member for their support. Ensure projection data is correctly entered into the SAM financial system. Assist with identifying errors in coding. Support Management in completing operations and maintenance projections including determining projections relating to contracts and inventory management. Support Management in providing adequate variance explanations. Ensure that variance reports are completed and reviewed by the COO within the deadlines set by the variance schedule. Complete any follow up investigations on items arising from the variance process. Complete or communicate corrections for all errors identified.
- 14.** Provides professional advice to senior management on financial matters and coordinate with other departments as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent manages tight deadlines that often require overtime. The assigned work requires intense concentration, attention to detail and the ability to manage changing priorities and disruptions.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS).
- Knowledge in budgeting, accounting principles and practices, financial management, financial information systems, and audit practices.
- Knowledge of internal control frameworks and processes.
- Knowledge of cash flows and historical trend analysis.
- Knowledge of communication software and online mainframe and billing systems.
- Computer skills including Microsoft Office and accounting, and payroll systems.
- Critical and analytical thinking knowledge of Annual Budget and Financial Cycles.



- Skills to manage large data sets and making linkages among various sources of data.
- Skilled in operations and maintenance projections including contracts and inventory management.
- Problem solving, analytical and evaluation skills.
- Communications skills (written and verbal) and interpersonal skills.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- Ability to contribute to identifying areas of cost savings and revenue generation without impacting patient care.
- Ability to work with people in a respectful manner.
- Ability to proactively address current or future problems that may not be evident to others.
- Ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- Ability to apply knowledge of organizational structures and management relationships.
- Ability to design and develop financial procedures.
- Ability to interpret, analyze and prepare financial statements and reports.
- Ability to understand applicable legislation, regulations, policies, and procedures.
- 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:

A recognized professional accounting designation (CPA), and 5 years of relevant experience.

Equivalent combinations of education and experience will be considered.

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

Indigenous language: Select language

Required

Preferred