



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Territorial Director Financial Services, Reporting, and Treasury	
Position Number	Community	Division/Region
48-14867	Yellowknife	Financial Services, Reporting and Treasury/ Headquarters

PURPOSE OF THE POSITION

The Territorial Director Financial Services, Reporting and Treasury (Director) contributes to the achievement of the Authority's vision, mission and strategic objectives by providing effective management, coordination and leadership of financial operations, procedures and processes that ensure effective, accurate and financial management of treasury, billing and collections, financial management operations, the preparation of the Public Accounts and support for the Northwest Territories Health and Social Services Authority regions and divisions.

The Director is a member of the Authority Senior Management and is expected to contribute broadly to the achievement of the Authority's vision, mission, goals and strategic initiatives through strong leadership and management activities. The Director plays a key role as strategist in shaping the Authority's overall financial strategy. Working in tandem with the Executive Committee and other NTHSSA's Senior leaders to provide advice regarding best practices and the optimal utilization of the Authority's financial resources and addressing the financial challenges and opportunities facing the Authority,

The Territorial Director Financial Services, Reporting and Treasury act as a key financial resource and source of advice to the Executive Committee, as needed, in support of the Authority's mission of providing quality health and social services across the NWT and the optimal management and oversight of Authority funds. Providing stewardship of the Authority's financial resources by adhering to ethical standards of conduct, acting in a fiscally responsible and prudent manner.

The Director's roles and responsibilities require extensive collaboration and cooperation with senior management and key staff throughout NTHSSA, colleagues within the Finance Branch, the OAG, the Government of Northwest Territories (GNWT) Departments of Finance (FIN) and



Health and Social Services (HSS) and other external stakeholders. The Director will often be required to influence the colleagues and senior staff decisions or make unilateral decision on their behalf. The Director is also responsible for providing strategic financial advice to the Leadership Council (Council), Chief Executive Officer (CEO) and senior staff of the NTHSSA.

SCOPE

Based in Yellowknife, the Territorial Director Financial Services, Reporting and Treasury reports directly to the Chief Financial Officer (CFO). The Director is responsible for a broad range of areas that are key to the effective stewardship of the financial management processes including financial reporting, financial operations and managing the government's cash and Accounts receivable, collections and medical travel. The incumbent also manages the general ledger and controls within Authority SAM system and subsystems. The position enforces the day-to-day legislated responsibilities of the NTHSSA Finance division.

The incumbent ensures the ongoing development of staff and provide for an inclusive and productive work environment. Encouraging a culture of service, support, and problem-solving in support of the Authority's core health and social services mission. The Director plays a key leadership role within and beyond the Finance division, building partnerships across all regions, working collaboratively on Authority initiatives, and effectively communicating the financial aspects of projects and priorities to diverse communities of interest, modelling an inclusive approach. The incumbent champions inclusive excellence through developing and promoting policies and practices in support of equity, diversity, inclusion, and accessibility within the Financial Affairs area.

The incumbent is responsible for budgeting and variance reporting and projections of the Authority's \$480 million revenue.

The incumbent must ensure that all financial systems under the responsibility of the Finance Branch are effective and efficient. Revise policies and processes to improve standardization, simplification, and efficiency without compromising integrity. The incumbent provides strategic planning and financial management to ensure that NTHSSA responds to employees and client needs in the most efficient, effective, and economical manner.

These broad responsibility areas can significantly affect various Authority and Divisions related activities. Fulfillment of these responsibilities supports accurate and reliable financial information for decision making, legislated reporting deadlines being met; sufficient cash to meet Authority obligations; risk of loss minimized in contracting; and expert advice available to Divisions and Regions.

The incumbent works within a broad legislative and policy framework and carries out their responsibilities in accordance with *Hospital Insurance and Health and Social Services*



Administration Act (HIHSSA) and the GNWT acts, regulations, policies, and Finance departmental procedures that include the *Financial Administration Act (FAA)*, the Financial Administration Manual, and all associated regulations.

DIMENSIONS

- Number of NTHSSA employees: 1,804
- Reports: (5 direct, 25 indirect)
- Budget: Revenues: \$400M
 Expenses: \$432M
- Revenues: \$481M
- Expenses: \$533M
- Net Debt: \$255M
- Geographic diversity: all regions of the Northwest Territories

Reporting to the Director Financial Services, Reporting, and Treasury are 5 positions:

Manager Financial Reporting

The Manager Financial Reporting (Manager) plays a key role in the validity, integrity, and accuracy of the financial statements of the Northwest Territories (NT) Health and Social Services Authority (NTHSSA)/(Authority) and other specific and interim financial reports. The Manager is responsible for leading the preparation and coordination of annual NTHSSA financial audit performed by the Auditor General of Canada's office (OAG) along with the follow-up of recommendations arising from the annual audit report. Coordinating with related entities to agree related party balances. Preparing the GNWT related party confirmation. This section also manages the NTHSSA Chart of Accounts. Responsibilities include providing expert advice to senior managers. The section also is responsible for any the Canadian Institute for Health Information (CIHI) financial reporting. The position is accountable to ensure the effective, efficient, and compliance with NTHSSA's accounting systems and financial controls, Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Standards (PSAS), the Government of Northwest Territories (GNWT) *Financial Administration Act (FAA)* and the GNWT Financial Administration Manual (FAM).

Manager Accounts receivable and Medical Travel

The Manager Accounts Receivable and Medical Travel (Manager) is responsible for providing technical financial and accounting services, advice, leadership, oversight, and support of the Accounts Receivable, Collection and Medical Travel functions for the Northwest Territories (NT) Health and Social Services Authority (NTHSSA)/(Authority). This section is responsible for annual revenue billing and collection of \$480 Million. Responsibility include billing, applying payments, taking, and recording payments and proper coding of revenue. Computing allowance for doubtful accounts and preparing the Forgiveness of Debt Submission. Cleaning



up of accounts Receivable. Responsible for creating and updating revenue guidelines. Responsible for accounts payable payments for \$60 million medical travel expenses, with both revenue and accounting authority.

Territorial Manager Financial Services

Manager, Financial Services (Manager) manages the Accounts Payable and Treasury functions for the Northwest Territories (NT) Health and Social Services Authority NTHSSA)/(Authority). This section has the accounting authority of \$540 million annual NTHSSA expenditures. The Manager is responsible for administration of the central support for all NTHSSA staff on NTHSSA Finance Business Processes and System support. Advice, leadership, and provided oversight and support of Accounts Payable, expenditure and Treasury functions. Responsible for creating and updating VISA expenditure guidelines. A large component of this position's responsibilities includes the management of credit card administration of about \$18 million, with accounting authority to verify receipts/coding and expenditure authority. As well, banking and cash management are also critical functions within the Manager's role. This section is responsible for providing support to Managers, Directors and Executive Directors on Budgeting, Variance reporting and projections.

Comptroller Inuvik Region

Comptroller Yellowknife Region

The Comptrollers are responsible and accountable for the overall financial management of the Northwest Territories Health and Social Services Authority (NTHSSA) assigned region to ensure the organization operates in accordance with governing legislation, policies, procedures, and guidelines. The Comptrollers 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 strategic planning, preparing budgets, as well as monitoring 3rd party funding and contribution agreements and service providers in various communities.

RESPONSIBILITIES

- 1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**
- 2. Responsible for public accounts financial reporting for the Authority including developing and updating financial policies and procedures, and internal controls which apply to divisions:**



- Ensure that all financial systems under the responsibility of the financial division are effective and efficient. Revise policies and processes to improve standardization, simplification, and efficiency without compromising integrity. Responsible to progress changes that improve efficiencies. Implement the systems and ensure strong communication and change management strategies are in place, including appropriate training opportunities.
- Ensure financial policies and procedures are regularly reviewed and updated to reflect best practices, reinforce adequate internal controls, and provide the appropriate balance of risk and control
- Oversee financial reporting for the Authority including the production of high-quality financial statements, reports to the Leadership Council and external bodies
- Ensure consistent and equitable application of financial policies and applicable government regulations throughout the Authority
- Advising Departmental, Divisional heads/COOs and various senior program managers on all areas related to the Financial Administration Act, FAM and areas of financial and accounting policy driven by PSAS or evolving operational needs. Provides early notification of any significant problems that may arise and advise on how to deal with it.
- Determining financial reporting requirements for the base funding contribution as well as all other government MoUs and Agreements
- Ensuring all reporting obligations are met to senior management, the Finance Committee, the Leadership Council, HSS, the GNWT and other third parties
- Working closely with the OAG as part of the year-end audit and preparation of audited financial statements
- Ensuring training is adequate throughout NTHSSA, Finance Committee members and the Council to allow staff, and Committee and Council Directors to be able to read and understand Financial Reports

3. Responsible for financial management operations:

- Strategic planning and financial management to ensure that NTHSSA responds to employees and client needs in the most efficient, effective, and economical manner
- Leading the recording of Accounts Payable and the payment of expenditures
- Coordinating the processing of payments in conjunction with GNWT financial Shared Services
- Oversight of the NTHSSA VISA card program including training and manuals and internal controls
- Managing VISA of about \$18 million annually; with accounting authority for verifying receipts/coding and expenditure authority
- Overseeing the management of the Medical Travel Unit both AP and AR billing
- Coordinating comptrollership functions within regionals, community HSS centers and Headquarters (HQ) operations



- Providing advice and coordinating training to senior and appropriate program staff in regions, Primary Care clinics, Public Health Clinics, community health centers and all appropriate sections of NTHSSA
- Addressing complaints and concerns from suppliers and other private or public stakeholders.

4. Responsible for the of Accounts Receivable and Collections and Medical travel operations:

- Serve as a source of financial expertise, guidance, and advice regarding the revenue opportunities pursued by the Authority, with responsibility for ensuring the optimal use of finances to generate revenue while targeting the long-term financial health of the organization. Act as a core member of the internal negotiating team, collaborating with colleagues, and building relationships with external partners as appropriate.
- Formulating the billing and collection strategy to minimize revenue leakages
- Collaborate with the Authority leadership team to support the billing and collection of revenue and identifying and billing all revenue generating activities intended to provide additional resources in support of the Authority sustainability initiatives
- Leading the recording of Accounts Receivable and the collection and reporting of revenues
- Monitoring outstanding Accounts Receivable and initiating appropriate collection action as required
- Preparing recommendations, reports and required documents related to Allowance for Doubtful Accounts and write-offs
- Ensures annual Forgiveness of Debt submission is prepared annually, recommended by the Leadership Council, and approved by the FMB

5. Responsible for the effective management of the Authority's cash position including:

- Oversee the Treasury function, ensuring that the Authority has the liquidity it needs to operate effectively in both the short and long term
- Managing bank accounts and ensuring bank accounts are reconciled monthly
- Ensuring banking information is appropriately loaded and managed in SAM

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.



Sensory Demands

No unusual sensory demands.

Mental Demands

This position encounters conflicting deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of account procedures and generally accepted accounting principles theories and practices.
- Ability to interpret and implement Canadian Institute of Chartered Accountant guidelines for public agencies as prescribed by the Public Sector Accounting Standards Board (PSAB) and evaluate complicated policies and proposals.
- Knowledge of changing market conditions and products, and application of these to the treasury environment of the government, so that policies, procedures, and legislation are amended as necessary to access current market products.
- Knowledge of PSA Standards and extensive experience working in a large financial environment, including completion of complex financial statements and related note development.
- Knowledge of broad Authority financial issues, challenges, and directions, and of territorial issues and social, economic, and political trends to provide needed advice and recommendations.
- Knowledge of the application and interpretation of relevant legislation and regulations, directives, policies, procedures, and operations manuals.
- Knowledge and application of audit and accounting principles through GAAP.
- Written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances while minimizing conflicts.
- Interpersonal and listening skills including the ability to discern non-verbal communication cues.
- Project management skills including demonstrated organizational and time management skills.
- Negotiation and communication skills, when presenting the needs of the Finance Branch to other divisions to obtain their support/compliance/cooperation, in contracting with service providers to obtain complete, state of the market scope of services at competitive pricing and to explain complex accounting issues to non-finance staff.
- Analytical skills.
- Supervisory skills including ability to motivate others to act, and evaluate and give direction to others
- Ability to address conflicts and differences of opinion with tact and diplomacy.



- Ability to act independently and anticipate issues and needs to provide on-the-spot information, advice and interpretation to lawyers, consultants, other government departments, the Authority's senior management and the Council.
- Ability to manage multiple teams of staff working in different disciplines.
- Ability to secure and manage large contracts of a diverse nature.
- Ability to work effectively within a senior management team and within diverse working groups.
- Ability to correctly interpret and analyze financial information.
- Ability to use various computerized accounting systems, and computer applications for financial reporting.
- 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 relevant Bachelor of Commerce degree with a concentration in Accounting and Finance along with a Canadian CPA designation and eight years of management experience in diverse financial management performing senior level responsibilities, which includes public practice audit and accounting 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 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