



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Senior Finance Officer	
Position Number	Community	Division/Region
48-15856	Yellowknife	Finance

## **PURPOSE OF THE POSITION**

The Senior Finance Officer is responsible the efficient and effective oversight and coordination of the day-to-day financial operations for the Northwest Territories Health and Social Services Authority (NTHSSA) in accordance with applicable legislation, regulations, policies, procedures and guidelines.

## **SCOPE**

Located in Yellowknife, the Senior Finance Officer reports to the Hospital Comptroller.

The NTHSSA is headquartered in Yellowknife and is responsible for delivering health and social services in most communities across the Northwest Territories. The NTHSSA covers 1.2 million square kilometers and services approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginal peoples. The NTHSSA delivers a full-range of primary, secondary and tertiary health and social services including family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. These services are delivered by more than 1,400 health and social services staff.

The position ensures program financial operational needs are met while also ensuring the Authority adheres to various Government of the Northwest Territories (GNWT) acts, regulations and policies.

This position is a senior resource in regards to accounting treatment with respect to the GNWT Enterprise Resource Planning (ERP) system. This position verifies authorizations and approves

transactions within designated authorized limits by the Minister, NTHSSA and the GNWT under applicable sections of the FAA.

## **RESPONSIBILITIES**

- 1. Provides oversight and coordination of all Authority financial operational requirements including financial processing.**
  - Troubleshoots issues and concerns regarding financial operations and works collaboratively with program areas and other departments to find solutions in a timely manner;
  - Directs corrective action to program areas and other departments for the efficient and effective processing of financial documents;
  - Provides direction, interpretation and advice to all program areas for financial policies and procedures;
  - Ensures NTHSSA financial activities are operating within established policies and procedures;
  - Provides guidance and information on financial matters to financial staff in divisions as well as program managers and senior management;
  - Manages year end prepaid expenditure detailed analysis reporting;
  - Responsible for the coordination and routing of default coded financial documents.
- 2. Approves processing of financial transactions (accounts payable, accounts receivable, general journal entries and employee information for compensation and benefits) entered into GNWT's ERP system, pursuant to applicable Sections of the FAA. This requires monitoring of expenditure control responsibilities prescribed under the FAA.**
  - Exercises accounting authority to specified limits on financial and related documents as per Financial Administration Manual (FAM) and Department of Finance Financial Approval Authorities Spreadsheet (FAAS);
  - Implements an internal financial control system by ensuring all expenditures and transactions comply with government policies and regulations;
  - Reviews documents to ensure adequate documentation in support of transactions and reports;
  - Reviews client signing specimen authorities to ensure appropriate expenditure authority approvals;
  - Makes recommendations to the Manager, Financial Reporting with respect-to financial and administrative matters;
  - Determines priorities for processing transactions in a timely and accurate manner.
- 3. Provides financial and technical advice to NTHSSA Financial staff and representatives.**
  - Provides information to department representatives on Federal and Territorial government policies, procedures, regulations and agreements to avoid non-compliance;
  - Provides guidance to NTHSSA staff on Federal and Territorial government

- policies, procedures, regulations and agreements to help achieve accurate and timely processing of transactions;
- Reviews, evaluates and makes recommendations regarding the NTHSSA business processes while ensuring a continuous improvement philosophy;
  - Assists in the development and implementation of approved business processes and operational guidelines;
  - Identifies and investigates unusual and complex transactions to determine the appropriate accounting treatment;
  - Contacts client departments to resolve issues related to accounting treatment, chartfield errors, and business processes.
- 4. Prepares and/or schedules appropriate financial transaction processing (accounts payable, accounts receivable, employee related compensation and benefit documentation) and reconciliations.**
- Coordinates the work of the section team to ensure the timely processing and treatment of transactions;
  - Assists the Manager, Financial Reporting in the compilation, analysis and substantiation of the monthly variance report;
  - Assists the Manager, Financial Reporting in the monitoring of performance measures and analysis;
  - Monitors and supports Authority's reconciliation of general ledger accounts, including investigating and resolving discrepancies;
  - Responsible for various reconciliations and the related adjustments or billings;
  - Ensures client revenues are received, accounted for and deposited appropriately;
  - Prepares financial information for monthly, quarterly and annual reports.
- 5. Ensures performance of entries for onboarding, off boarding and maintenance of employee payroll and benefit entitlements ensuring accuracy and adherence to business processes, federal and territorial government policies, agreements and financial regulations.**
- Monitors onboarding documents to ensure accuracy and adherence to business processes, federal and territorial government policies and financial regulations;
  - Reviews all related transactions and adjustments to ensure they are in accordance with Federal and GNWT statutes, regulations, agreements, policies and procedures;
  - Actively identifies and distributes priorities for processing transactions to ensure employee records are maintained in a timely and accurate manner;
  - Effectively manages the off boarding transactions to ensure compliance with federal regulations and agreements;
  - Responds to escalated client inquiries.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual physical demands.

### **Environmental Conditions**

No unusual environmental demands.

### **Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

No unusual mental demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Generally Accepted Accounting Principles and Practices (GAAP) and experience in the application of accounting theories and principles.
- Knowledge and understanding of applicable manuals, legislation, regulations, policies and procedures.
- Knowledge of Enterprise Resource Planning systems
- Excellent knowledge of computer-based accounting applications, windows based operating systems, word processing, databases, and spreadsheet applications, communication software and online mainframe and billing systems.
- Demonstrate effective communications skills (written and verbal) and interpersonal skills to effectively interact and provide advice and information to internal and external networks.
- Demonstrate effective organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.

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

Completion of a relevant undergraduate degree in Canada and completion of four modules of the Canadian CPA Professional Education Program

This position also requires three years of directly related experience of which two years of directly related experience must be current.

## **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