



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Financial Management Officer	
Position Number	Community	Division/Region
48-15862	Yellowknife	Financial Services

PURPOSE OF THE POSITION

The Financial Management Officer is responsible for reviewing financial transactions ensuring best practices have been followed and are processed in accordance with appropriate government policies, ensuring proper accounting; ensuring program managers receive proper instruction and advice; ensuring adequate documentation and support of transactions and reports; and preparing and/or schedules appropriate financial reports.

SCOPE

Located in Yellowknife, the Financial Management Officer (Officer) reports to the Supervisor, Financial Operations, and is responsible for preparing, verifying and processing financial documents, assisting with and auditing employee duty travel entry and processing, control and reconciliation of accounts payable, facilitating requisitions for supplies and verification of financial transactions.

This position is responsible for ensuring that financial transactions are completed in a timely manner and in accordance with Government of the Northwest Territories (GNWT) legislation, regulations, policies and Northwest Territories Health and Social Services Authority (NTHSSA) procedures. The incumbent prepares and audits financial documents for accounts payable and receivable, travel expense authorizations and expense claims. Additionally, the position also performs analysis and reconciliations that require a thorough knowledge of both accounting principles and the GNWT's System for Accountability and Management (SAM).

Headquartered in Yellowknife, NTHSSA is responsible for delivering health and social services in most communities across the NWT. 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.

RESPONSIBILITIES

1. Provides financial and technical information to NTHSSA program managers.

- Prepares and processes financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations; and
- Reviews financial documents, ensuring that required and appropriate supporting documentation has been provided with requests, reviews accuracy of coding, and/or spending authority, and verifies that an appropriation has been established.

2. Monitors the NTHSSA's payroll distribution reports and commitment reports from the Human Resource Management System to ensure the accuracy of permanent and casual employee compensation and benefit costs, validity of active employees, and allocation of costs.

- Distributes payroll distribution and commitment reports to senior management;
- Actions any discrepancies on PDR and commitment reports with the Department of Finance, Human Resources Branch;
- Prepares any adjusting entries for entry into the financial information system;
- Actions payroll corrections with pay officers or pay recoveries;
- Maintains recruitment and terminations tracking for the NTHSSA, and coordinate with the Department of Finance, Human Resources Branch;
- Determines all NTHSSA system access requests in conjunction with employee commencements and terminations; and
- Helps track transfers to/from the NTHSSA to ensure validity and accuracy of ELTB liability balances In accordance with transfer date, and identifies adjustments to benefit liability accounts.

3. Actions appropriate financial reports and reconciliations.

- Provides regular update and maintenance to various NTHSSA financial logs;
- Monthly reconciliation of NTHSSA vouchers and corresponding invoices; and
- Assists in preparation and reconciliation of monthly variance reports for review.

4. Controls and reconciles incoming revenue.

- Accepts and verifies monies received from various sources and issues general receipts.

5. Provides support for NTHSSA's year-end obligations for compilation of the GNWT Public Accounts.

- Provides support with all year-end close process working papers and submissions;
- Prepares journal adjusting entries, including post-closing adjustments; and
- Provides assistance with the NTHSSA employee leave and termination benefit liability accounts through supporting forecasting and account reconciliations.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of and ability to interpret relevant legislation, regulation, policies and procedures.
- Knowledge of organizational structure and management relationships.
- Skilled in the use of a computer and software applications such as MS Word, Excel, and computerized accounting systems.
- Ability to interpret financial statements and reports.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize time effectively and meet deadlines.
- Ability to work with people in an effective, tactful manner.

Typically, the above qualifications would be attained by:

Completion of a Business Administration/Accounting Diploma and two (2) years of formal accounting training from a recognized educational institution combined with two (2) years of directly related experience in a financial setting.

Equivalent combinations of educational qualifications and experience will be considered on an individual basis.

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