



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Financial Management Officer	
Position Number	Community	Division/Region
48-15865	Inuvik	Financial Services / Beaufort Delta

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 Inuvik, the Financial Management Officer (Officer) reports to the Comptroller-Beaufort Delta Region, 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 (HSS) 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-indigenous peoples. The NTHSSA delivers a full range of primary, secondary and tertiary HSS 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 HSS staff.

RESPONSIBILITIES

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

- Prepare and process financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
- Review financial documents, ensuring that required and appropriate supporting documentation has been provided with requests, review accuracy of coding, and/or spending authority, and verify that an appropriation has been established.

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

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

3. Action appropriate financial reports and reconciliations.

- Provide regular update and maintenance to various NTHSSA financial logs.
- Perform monthly reconciliation of NTHSSA vouchers and corresponding invoices.
- Assist in preparation and reconciliation of monthly variance reports for review.

4. Control and reconcile incoming revenue.

- Accept and verify monies received from various sources and issue general receipts.

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

- Provide support with all year-end close process working papers and submissions.



- Prepare journal adjusting entries, including post-closing adjustments.
- Provide assistance with the NTHSSA employee leave and termination benefit liability accounts through supporting forecasting and account reconciliations.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of and/or the ability to acquire and apply knowledge of applicable legislation, regulation, policies and procedures.
- Knowledge of and/or the ability to acquire and apply knowledge of organizational structure and management relationships.
- Skilled in the use of a computer and software applications such as Microsoft Word, Excel, and computerized accounting systems.
- Ability to prepare and process financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
- 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 a respectful manner.
- 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 Business Administration/Accounting Diploma and two (2) 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