



IDENTIFICATION

Department	Position Title	
NWT Health and Social Services Authority	Intern, Finance Officer	
Position Number	Community	Division/Region
48-16624	Yellowknife	Finance/HQ

PURPOSE OF THE POSITION

The Finance Officer Intern provides financial and administrative support services to the Northwest Territories Health and Social Services Authority (NTHSSA) in accordance with Government of the Northwest Territories (GNWT) and Department policies and procedures.

This includes supporting the day-to-day operations for the section which provides central coordination of financial and operational processes for the NTHSSA. The intern will be given progressively more difficult financial and accounting duties.

SCOPE

Located in Yellowknife and reporting directly to the Territorial Comptroller, Financial Analysis, the Intern is responsible for executing activities related to day-to-day operations of the Authority and is expected to assist in the development and implementation of policies and procedures to effectively and efficiently manage the financial and operational activities of the Authority.

This includes verifying documents are accurate and adhere to government policies and procedures, and ensuring Authority staff has timely, relevant, and accurate information for managing budgets and exercising spending authority. The Finance Officer Intern annually assists in supporting contribution agreements, billings, and accounts payable. The Intern assists in maintaining security access for over 700 SAM users and 250 Specimen Signature Records.

The duties of the position are carried out in accordance with the *Financial Administration Act*, Government Contract Regulations, GNWT policies, Authority policies, directives, and procedures, and Generally Accepted Accounting Principles (GAAP).

RESPONSIBILITIES

- 1. Supports the Senior Finance Officer and Manager of Financial Reporting with the preparation and analysis of month-end and year-end working papers by:**
 - Preparing year-end working papers and supporting financial documents within timelines set out in year-end procedures as directed.
 - Entering post-closing adjustments as directed.
 - Maintaining monthly reconciliations of accruals, prepaid expenses, projects on behalf of others, contractor's holdbacks, recovery of prior year expenses, etc., as directed.
- 2. Supports the Senior Finance Officer with grants and contribution reporting by:**
 - Compiling year to date expenses and populating reporting templates for review by the Senior Finance Officer.
 - Completing preliminary reviews of proposed budgets to ensure mathematical accuracy.
 - Entering agreement information and submitting corresponding billing requests to NTHSSA accounts receivable.
 - Reconciling contribution payments, contribution listing, and confirming that files are complete in order to close them out at the end of an agreement.
- 3. Supports the unit with the preparation and analysis of day-to-day and monthly financial reports by:**
 - Entering journal / adjusting entries as requested.
 - Preparing, maintaining, and providing regular financial reports to the Comptroller.
 - Reviewing and completing assigned items on the Comptroller checklist.
- 4. Supports the Finance Officers with managing and maintaining Specimen Signature Records (SSRs) and security access to the GNWT Human Resources Information System (HRIS) and SAM by:**
 - Preparing financial approval authorities' spreadsheet as directed for approval by appropriate authority.
 - Preparing SSRs as directed.
 - Entering SSRs in SAM for review and approval.
 - Reconciling SAM specimen signature records against current staffing for review and approval.
- 5. Assists the unit with the timely processing and verification of financial documents between the Department and the Financial and Employee Shared Services Centre (FESS) by:**
 - Completing regular follow up with signing authorities on outstanding approvals.

- Following up with FESS for clarification or inquiring on behalf of program staff where able, or forwarding on to a more senior finance member as required.

6. Performs other financial duties as required:

- Provides assistance in mapping of Authority business processes.
- Provides assistance to other members of the Finance division.
- Drafts Finance Reminders to be sent out to all authority staff on various finance related topics as identified by the Comptroller, Finance Officers, or Intern.
- Completes special projects.
- Other duties as assigned.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles.
- Strong skills in the use of software applications such as Excel, and MS Word.
- Excellent communication, both oral and written, and interpersonal skills.
- Excellent analytical, organizational, and time management skills.
- Ability to interpret and assess financial legislation, policy, and procedure documents.
- Ability to prepare reconciliations and investigate accounting issues.
- Knowledge of financial statement analysis.

Typically, the above qualifications would be attained by:

Completion of a post-secondary degree or diploma in finance or business.

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