



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Territorial Manager, Financial Services	
Position Number	Community	Division/Region
48-3118	Fort Simpson	Financial Services, Reporting and Treasury/HQ

## PURPOSE OF THE POSITION

The Manager, Financial Services (Manager) manages the Accounts Payable and Treasury functions for the Northwest Territories Health and Social Services Authority (NTHSSA)/ (Authority).

The Manager is responsible for administration of the central support for all NTHSSA staff on NTHSSA Finance Business Processes and System support. Advice, leadership, oversight and support of Accounts Payable, expenditure and Treasury functions are also provided. A large component of this position's responsibilities includes the management of credit card administration. As well, banking and cash management are also critical functions within the Manager's role.

The Manager performs these roles in the context of ensuring compliance with the Authority's Purpose, Guiding Principles and Values, the Department of Health and Social Services (DHSS) specific legislation, the Northwest Territories (NWT) *Public Services Act* (PSA), *Financial Administration Act* (FAA), Generally Accepting Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS), GNWT related policies and manuals, and NWT Human Resources legislation the NWT Public Service Collective Agreements, and all other relevant government legislation, policies and procedures.

## SCOPE

NTHSSA is an independent public agency delivering a full range of health and social services programs and services under the jurisdiction of the DHSS to the public. The authority for NTHSSA to exist comes from the *Hospital Insurance and Health and Social Services Administration Act* (HIHSSA). This includes the establishment and appointment of the NTHSSA Leadership Council (Council) to govern the Authority. A Finance Committee exists as a subcommittee of the Council that considers all financial matters before they are presented to the Council.



Although this is the overarching legislation, NTHSSA in partnership with DHSS has delegated authority to administer and comply with all or parts of many other NT health and social services Acts including but not limited to the: *Health Information Act, Health And Social Services Professions Act, Child And Family Services Act, Medical Care Act, Medical Professions Act, Mental Health Act, Midwifery Profession Act, Nursing Profession Act, Ophthalmic Medical Assistance Act, Optometry Act, Public Health Act and Social Work Profession Act*. Programs and services include primary, secondary, and tertiary health and social services covering family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. Along with the many clinics and health care centres operating throughout the NWT, there are two hospitals under NTHSSA responsibility: a regional hospital in Inuvik and one in Yellowknife servicing the entire NWT. The hospital in Yellowknife is the Stanton Territorial Hospital (STH) and provides a full spectrum of acute, outpatient and extended care services. It is the largest Branch of NTHSSA and is a key part of the territorial integrated approach to healthcare.

Two jurisdictions, Hay River and Tłıchǫ within the NT deliver local health and social services independent of NTHSSA. This situation adds a layer of complexity as the administration and assurance that local services are provided at NTHSSA standards must be established through a collaborative arrangement documented in a Memorandum of Understanding (MoU) between each jurisdiction and the Authority.

The remainder of the NT is part of NTHSSA and is divided into five regions: Beaufort Delta, Sahtu, Dehcho, Fort Smith and Yellowknife.

NTHSSA also provides specialized medical services that are not available locally to residents of the Kitikmeot region of Nunavut through a formal agreement with the Government of Nunavut. Hospital and emergency health care services are also made available to non-residents employed and working in the NT in the mining and other business sectors through several third-party formal contracts with employers.

NTHSSA employees are part of the GNWT employment pool. NTHSSA is the largest employment entity within the Government of Northwest Territories (GNWT) departments, boards and agencies, with a very wide range of classifications of employees including medical specialists, professionals, management, office staff, union employees, 24/7 essential services, part-time, full-time, casual and shift work.

As a public agency, the Authority is required to comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include the NT *FAA* and Regulations and manuals, NT *PSA* and Regulations, Human Resources Manuals, GNWT financial and accounting policies and procedures, and PSAS and GAAP. NTHSSA is directly accountable to the Council as well as DHSS, and through DHSS to



the NWT Financial Management Board (FMB), GNWT Executive Council (Cabinet) and the NWT Legislative Assembly.

A public report including the audited financial statements must be tabled in the NWT Legislative Assembly annually. The Office of the Auditor General (OAG) performs the audit of NTHSSA separate and apart from the GNWT audit. This results in a direct relationship between the OAG and the Authority.

Accurate, timely, comprehensive, and understandable financial reporting is essential, not only to prepare the annual audited financial statements but also to complete financial statements, claims and reports related to comprehensive funding agreements. The consequences of not meeting deadlines from various sources such as dates entrenched in legislation, set by the OAG, set by DHSS or other GNWT sources and/or included as terms and conditions of contribution agreements can be significant. These potential consequences include the loss of revenue, official criticism by the OAG, and political concern raised in the Legislative Assembly.

Operating at arm's length from government, the Authority is required to cover all expenses from the revenues received from public sector contribution agreements and MoUs, and contracts with the private sector. The primary contribution to operate comes from a complex core funding agreement from DHSS. As well, DHSS also provides several sources of targeted funding which are limited to specific programs and services and as such require separate accounting and reporting for each individual agreement. Many of these targeted contributions come through DHSS from the Government of Canada. These federal/territorial agreements have their own set of accountability requirements. In order to access these funds, NTHSSA must ensure the internal financial accounting structure and reporting meets the terms and conditions of these DHSS/Government of Canada agreements. NTHSSA also receives funding through the agreement with the Government of Nunavut, MoUs with Hay River Health and Social Services Authority and the Tłıchǫ Community Services Agency and private sector contracts for services to non-residents working in the NT.

Developing comprehensive fiscal policies and strategic plans and reliable budgets, establishing strong financial controls, ensuring all potential revenues are collected, implementing comprehensive accounting and tracking practices, and ensuring accurate and timely reporting is occurring are all essential to the ongoing success of NTHSSA. The Authority manages a full range of financial and accounting operations covering Operations Expenses and Revenues, maintains and manages its own Treasury functions; bank accounts; Accounts Receivable; Accounts Payable; Materials Management; Comptrollership; protection of assets; contract administration; budgeting; fiscal planning; variance analysis, forecasting and reporting; financial statement preparation and reporting functions. Although the Authority operates its accounting and payroll systems on the GNWT's System for Accounting and Management (SAM) and utilizes GNWT Shared Services functions for processing transactions, it does not access GNWT central agencies directly for most centrally managed



and coordinated services in conjunction with government departments. The Finance Branch is the “central agency” for NTHSSA performing many of the same functions as the Department of Finance (FIN) does for GNWT departments.

The NTHSSA is confronted with significant financial challenges due to substantially rising inflationary costs and constant growth in demand for services while funding sources are not keeping pace. This has resulted in a continual rising of the accumulated debt. This fiscal situation places a great deal of pressure on the Finance Branch to ensure NTHSSA can continue to cover operational needs and at the same time control expenditures as much as possible. In this environment financial sustainability has become a major concern.

NTHSSA is comprised of seven Branches headquartered in Yellowknife. The Branches are Office of the Chief Executive Officer (CEO), Finance; Clinical Integration; Child, Family and Community Wellness; Corporate and Support Service; Regional Operations, and Stanton Territorial Hospital.

Located in Fort Simpson, the Manager reports to the Director Financial Reporting, Services and Treasury and leads the Financial Services Unit in the Financial Reporting, Services and Treasury Section of the Finance Branch.

### **DIMENSIONS**

The source of the following information is the 2021-22 Annual Report:

- Number of Employees: 1804
- Budget: Revenues: \$381M  
Operations Expenses: \$404M
- Combined Revenues: \$464M (96% from GNWT)
- Total Expenditures: \$498M
- Deficit: \$34M
- Accumulated Deficit: \$194M
- Net Debt: \$206M

Other key dimensions include:

- Financial Systems: SAM (System for Accountability and Management) and legacy financial systems (ACCPAC and ORMED)
- 4 Direct reports and 6 indirect reports

### **RESPONSIBILITIES**

- 1. Manage Headquarter, regional, and community HSS clinics expenditure, financial, and accounting services:**



- Supervise, coordinate and administer Accounts Payable and payment processes and procedures.
- Authorize and monitor payments of expenditures.
- Maintain up-to-date delegation of spending and payment authority records.
- Supervise the coordination of processing of payments in conjunction with GNWT Financial Shared Services.
- Monitor AP schedules and accruals.
- Exercise expenditure officer authority.
- Implement corrective action for errors, incorrect entries, etc.
- Ensure all payment policies, processes and procedures are adhered to.
- Consult with colleagues to ensure adequate cash is available to process payments.
- Consult and collaborate with the Manager Payroll Management and Hospitals Comptrollership.
- Draft financial and accounting policies and procedures.
- Prepare reports.
- Responsible for the flow of all Accounts Payable Vouchers including those in default coding or those in unapproved status or with other routing issues.
- Responsible for managing the support for budget managers on their quarterly variance reports and annual budgets.

## **2. Manage credit card administration:**

- Participate in the selection of a credit card provider through establishing evaluation criteria for providers and evaluating proposals.
- Act as liaison with credit card providers to negotiate fees, address concerns, etc.
- Recommend credit limits overall and individual limits.
- Establish procedures on application, issuing, control and payment.
- Prepare and maintain credit card administration procedure manuals.
- Cancel credit cards as required.
- Reconcile accounts.
- Accounting Authority.
- Administer reversal of charges made in error or purchased items returned.
- Maintain current register of issued credit cards in operation ensuring supervisors collect and destroy cards that are no longer in use.
- Address misuse or abuse of credit card privileges and taking necessary corrective action.
- Recommend cancelation of credit card privileges to Director where appropriate.

## **3. Manage Treasury functions:**

- Maintain accurate/up to date records of banking transactions, balances, accounts, etc.
- Establish appropriate cash management systems and procedures and ensure they are followed.



- Act as the lead NTHSSA representative for relationships with banks.
- Participate in negotiations for banking arrangements including accounts, fees, etc.
- Develop bank reconciliation procedures.
- Ensure bank reconciliations are performed monthly.
- Review and approve monthly bank reconciliations.
- Ensure discrepancies are properly corrected.
- Prepare summary bank reconciliation reports.
- Responsible for all functions for NTHSSA including void payments, wire transfers, sweep transactions, trust and endowment rebalancing and payment investigations.
- Hold exclusive responsibility for approvals of all treasury transactions.

#### **4. General duties:**

- Supervise and direct staff within Financial Operations.
- Manage Human Resources requirements.
- Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Prioritize staff mentorship, on-the-job training and staff development.
- Act as a team player assisting and supporting colleagues in the Financial Reporting, Services and Treasury Section and throughout the Finance Branch.
- Provide advice and support to staff throughout NTHSSA.
- Present information and lead training to staff throughout NTHSSA.
- Prepare information and documents and/or communicate with third party stakeholders, and HSS and other GNWT staff.
- Prepare various ad hoc reports including drafting FMB submissions.
- Perform other related duties as assigned.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

This position can be very demanding and challenging with conflicting tight deadlines.





**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of GAAP and PSAS.
- Knowledge of *FAA* and *FAM*.
- Knowledge of and the ability to understand financial systems.
- Ability to read and understand legislation and regulations.
- Knowledge and understanding of applicable GNWT manuals, legislation, regulations, policies and procedures.
- Ability to be creative, develop solutions and works well in a team environment.
- Knowledge of computer-based accounting applications, windows based operating systems, word processing, databases, and spreadsheet applications, communication software and online mainframe and billing systems.
- Problem solving, analytical and evaluation skills.
- Communications skills (written and verbal) and interpersonal skills.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- Strategic thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities is essential.
- Ability to work with a wide range of computer applications, including word processing, spreadsheets, database and related systems.
- Ability to work well with a diverse group of individuals.
- Skills in all Microsoft software and other accounting software.
- Ability to understand and respect the cultural environment in the NWT.
- Ability to maintain a high level of concentration and attention to detail is essential.
- Ability to work to deadlines.
- 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 Bachelor of Commerce degree with a concentration in Accounting and Finance along with a Canadian Chartered Professional Accountant (CPA) designation in good standing combined with five (5) years of progressive experience including one (1) year of supervisory or team lead experience.

Equivalent combinations of educational qualifications 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