



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Supervisor, Financial Operations	
Position Number	Community	Division/Region
48-5362	Inuvik	Financial Services

PURPOSE OF THE POSITION

The Supervisor, Financial Operations is responsible for carrying out the day-to-day financial operations of the Stanton Territorial Hospital Region of the NTHSSA and for providing supervision of the day-to-day operations of the Financial Operations unit which consists of the NTHSSA Regions located in Yellowknife: Stanton Territorial Hospital, Territorial Operations, Yellowknife Region. The Supervisor, Financial Operations is responsible for ensuring financial transactions have been followed and are processed in accordance with relevant Government of the Northwest Territories (GNWT) legislation, regulations, policies and Northwest Territories Health and Social Services Authority (NTHSSA) procedures.

SCOPE

The Supervisor, Financial Operations is located in Inuvik and reports to the Manager, Financial Operations located in Fort Simpson. The Supervisor, Financial Operations is responsible for ensuring that financial transactions are completed in a timely manner and in accordance with GNWT legislation, regulations, policies and NTHSSA procedures. 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).

Financial Operations Unit is also responsible for preparing, verifying and processing financial documents; assisting with employee duty travel submissions; control and reconciliation of accounts payable; facilitating requisitions for supplies; verification of financial transactions; reconciling, approving and general management of NTHSSA's Visa One program; cash and treasury management including reconciliation of all bank accounts; and general business process support to program staff.

The Northwest Territories Health and Social Services Authority (NTHSSA) is headquartered in Yellowknife and 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. Responsible for the supervision of Financial Management Officers (FMOs).

- Provides financial and technical information to NTHSSA program managers.
- Implements approved new procedures.
- Reviews financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations.
- 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.
- Provides information to financial staff and NTHSSA program managers on administrative policies and procedures to support compliance with acts and regulations.
- Provides information to supervisor and/or Senior Management regarding status of payments.
- Provides information to new staff and clients on administrative policies and procedures to help achieve accurate and timely financial support.
- Trains new staff by providing direction and guidance on all policies, procedures and guidelines for Financial Management.
- Regularly reviews Default Coding and Unapproved Voucher Reports to ensure FMOs are clearing any backlogs in the system in a timely manner.
- Reviews Visa Query Reports to track approval status of reconciled transactions and provides support where needed.
- Provides support for Visa one Program Business Processes to Financial Management Officers and other program staff.
- Ensures document storage requirements are met for Visa Requests and Visa Reconciliations.
- Reviews and provides support for monthly bank reconciliations.
- Review and approve Treasury Accounting Entries and ensure correct coding is recorded.

2. Performs general treasury functions for accounts within their unit.

- Ensures monthly bank account statements are stored appropriately for audit purposes.
- Runs daily un-reconciled reports for each account and reconciles available transactions in semi-manual or manual reconciliation workflows.

- Identifies and investigates discrepancies between the bank and SAM and follows up with the bank and/or cash drawer where needed.
- Voids payment as required and notifies responsible individuals, providing guidance as needed on the proper process and documentation.
- Processes Returned Item Reports and other bank rejection reports to ensure accurate reporting on the outstanding payment listing.
- Enters treasury accounting entries where necessary to record out of the ordinary transactions.
- Runs Book to Bank reconciliation reports monthly by assigned due dates and identifies any variances in an Excel cover sheet
- Prepares manual account reconciliations for Patient Trust Accounts.
- Maintains tracking of Patient Trust transactions and reconciles monthly to Patient Trust Liability accounts.

3. Carries out Regional Visa Coordinator (RVC) Functions

- Works with cardholders, Visa Admin and other RVCs and program staff to ensure cardholder profile details in both SAM and US Bank are accurately maintained with up to date information and performs regular reconciliations to ensure accuracy.
- Provides support where necessary to program staff on business processes within the NTHSSA Visa One program.
- Sets deadlines for monthly reconciliations, communicates them to the cardholders and follows up to ensure compliance.
- Ensures documents are properly stored and complete including Expenditure Authority Approvals, Source Documents, Request Forms, Terms and Conditions and Specimen Signature Records.
- Reviews new account requests to ensure they meet the requirements as defined by NTHSSA policy and practice and processes the requests.
- Receives and processes card cancellation requests as per business processes.

4. Performs Accounts Payable Exception Duties

- Forwards incoming vendor invoices to Financial and Employee Shared Services (FESS) for further processing.
- Follows up with vendors to update their bill to information so that invoices are redirected to FESS.
- Performs daily review of default coded vouchers and actions them ensuring backlogs are minimal and invoices are paid in a timely manner.
- Performs regular review of unapproved vouchers and notifies the approvers to ensure that invoices paid in a timely manner and then makes recommendations or provides support in order to reduce the likelihood of future approval flow issues.
- Prepares and enters Journal Vouchers for reallocation where necessary.
- Collects and maintains tracking of monthly and year-end AP accruals.

5. Monitors the Financial Operations' General Email Account

- Reviews incoming emails coming into the Financial Operations group general email account and determines the best course to action them. The general email account for

Financial Operations is the central email for all NTHSSA program staff and FESS employees.

- Ensures coordination with other members of the unit who may be assigned to monitor the group email.
 - Provides support to program staff requiring information on finance processes.
 - Redirects emails for other NTHSSA finance divisions (materials management, financial reporting, accounts receivable).
 - Assigns emails to Financial Management Officers within team to action where necessary.
 - Escalates requests to Manager, Financial Operations where necessary.
- 6. 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 NTHSSA senior management;
 - Identifies 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.
- 7. Schedules and prepares appropriate financial reports and reconciliations.**
- Provides regular updates and maintenance to various NTHSSA financial logs;
 - Conducts monthly reconciliation of NTHSSA vouchers and corresponding invoices.
- 8. Controls and reconciles incoming revenue.**
- Accepts and verifies monies received from various sources and issues general receipts.
 - Prepares and makes deposits at local banks.
 - Records deposit entries in SAM where necessary while ensuring appropriate revenue coding is used.
- 9. Prepares NTHSSA's year-end obligations for compilation of the GNWT Public Accounts In accordance with the year-end manual and the Public Sector Accounting Board standards.**
- Coordinates, prepares and provides support with all year-end close process working papers and submissions;
 - Prepare and reviews schedules in accordance with year-end directives;
 - Prepares journal adjusting entries, including post-closing adjustments;
 - Coordinates responses to request for information from the Office of the Auditor General;
 - Provides assistance with the NTHSSA employee leave and termination benefit liability accounts through supporting forecasting and account reconciliations.
- 10. Provides central coordination and instruction to staff and management regarding NTHSSA human resources processes.**

- Monitors and maintains recruitment and terminations tracking for the NTHSSA, and coordinate with the Department of Finance, Human Resources Branch;
- Coordinates all NTHSSA system access requests in conjunction with employee commencements and terminations;
- 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.

11. Assists the Manager in management of the human resources of the unit to ensure effective staffing and staff development.

- Plans the human resource needs of the unit;
- Assists with the recruitment and hiring of new staff;
- Provides orientation to new staff;
- Assists with the review of job descriptions;
- Conducts staff performance appraisals in accordance with NTHSSA policies;
- Initiates corrective and/or disciplinary actions with employees as appropriate;
- Evaluates, recommends and facilitates educational needs of the staff;
- Holds regular staff meetings to review procedures, share information and deal with issues;
- Reviews and approves bi-weekly time sheets;
- Approves leave requests in accordance with the collective agreement;
- Provides documentation to the Manager in cases where the disciplinary process must be implemented.

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 (GAAP).
- Proven knowledge of and ability to apply best practices in financial and human resource management.

- Proven knowledge of and the ability to understand financial and human resource management and systems.
- Proven ability to read and understand legislation and regulations.
- Proven ability to be creative, focused on offering solutions and works well in a team environment.
- Proven written and verbal communication skills.
- Demonstrate leadership skills to effectively supervise staff.
- Proven strategic thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities is essential.
- Proven ability to work with a wide range of computer applications, including word processing, spreadsheets, database and related systems.
- Proven ability to work well with a diverse group of individuals.
- Proven ability to work to deadlines.
- Ability to maintain a high level of concentration and attention to detail is essential.

Typically, the above qualifications would be attained by:

Completion of a relevant University Degree combined with 3 years of progressive experience, preferably in public service (one year of the experience must be at a senior officer level) and one year of supervisory experience). Equivalent combinations of educational qualifications and experience will be considered on individual basis.

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