



IDENTIFICATION

Department	Position Title	
Health and Social Services	Comptroller	
Position Number	Community	Division/Region
49-0209	Yellowknife	Finance / HQ

PURPOSE OF THE POSITION

The Comptroller manages the accounting and revenue collection activities for the Department of Health and Social Services in accordance with the Government of the Northwest Territories Financial Administration Manual, *Financial Administration Act*, legislation, regulations, directives, policies, departmental procedures, and generally accepted accounting principles. The Comptroller ensures appropriate and effective internal financial controls are in place and adhered to and that financial transactions are processed in a timely manner.

SCOPE

Located in Yellowknife, the Comptroller reports to the Director of Finance.

The Department of Health and Social Services (DHSS) is the largest, most broadly based department in Government of the Northwest Territories (GNWT). DHSS is comprised of the Department, 3 Health and Social Service Authorities, and a number of contracted service providers. The system directly employs over 2,000 staff members in a wide range of employment categories and provides services to a population of approximately 45,000 residents. DHSS has an expenditure budget of over \$728M, revenue collection totaling approximately \$88 million and projects on behalf of others of \$67M.

The Comptroller establishes and maintains internal control and accounting procedures, interprets and develops accounting directives and year-end instructions, and responds to internal and external auditors. This position provides oversight and direction to the Finance Officers on all financial processing for DHSS, and the incumbent ensures that all financial transactions are in accordance with the GNWT Financial Administration Manual (FAM), Acts, legislation, regulations, directives, policies, departmental procedures and professional judgment in the application of generally accepted accounting principles (gaap).



The Comptroller provides oversight of the payment functions of the Inuvik Health Administration Office, and provides advice and support to financial staff within the Authorities.

This position develops, manages and exercises spending authority on a sectional budget of almost \$500,000. The incumbent has full spending authority.

RESPONSIBILITIES

1. Co-ordinate the planning, processing and monitoring of the DHSS accounting system in order to ensure the financial records of the department are complete, accurate and prepared on a timely basis.

- Ensure adequate and effective internal controls
- Direct the implementation of financial procedures established by the Department of Finance.
- Confirm that all requirements for account verification and payment requisitioning have been complied with.
- Review monthly financial reports, identify potential problems, and determine or recommend solutions.
- Oversee the preparation and processing of contribution agreements and grants, including setting and overseeing DHSS policies.
- Manage inventory of departmental equipment leases.
- Continually review existing systems and procedures and identify inadequacies for future improvements, modifications, reviews and/or audits.
- Coordinate the exchange of financial information between program divisions and the Department of Finance.
- Confirm all month-end reporting requirements are completed within established timelines.
- Maintain an up-to-date knowledge of current financial accounting practices and financial legislation, regulations, policies and directives.
- Coordinate and share in a timely manner the actual financial results with the budgeting team and assist in the preparation of short-term forecasts and long-term trend analysis.
- Manage Department Credit Card Administration process.

2. Oversee all building maintenance issues to ensure safety and security of DHSS staff.

- Oversee Departmental security access and administration of the FOB system.
- Ensure prompt responses to staff inquiries on safety and security related building issues.
- Coordinate with Department of Infrastructure to ensure issues are timely addressed.

3. Co-ordinate year-end functions of the DHSS.

- Co-ordinate and oversee the year-end closing of the Department's accounts.
- Communicate with DHSS staff and the Authority finance staff on year-end procedures.



- Direct DHSS staff in the correct treatment of adjustments and accrual.
 - Co-ordinate and/or prepare working papers and analysis of financial information to support adjustments and information reported in the public accounts.
 - Review schedules and reports for accuracy and completeness.
 - Provide all necessary assistance and information to the staff of the Office of the Auditor General as required to complete the audit of the DHSSs financial statements.
 - Ensure general ledger and bank reconciliations are complete.
 - Prepare and submit post-closing adjustments, monitor year-end accruals and prepaid expenses.
 - Maintain the Department's working files and supporting documentation.
- 4. Co-ordinate the Department's revenue collection activities.**
- Ensure adequate and proper procedures and controls are in place for receiving funds.
 - Supervise the monitoring, review, and analysis of various program expenditures and revenues.
 - Coordinate the production of all financial reports.
 - Advise the Director and other managers of cost sharing and revenue implications of modifying existing programs.
 - Review and advise Senior Management on implications of new revenue agreements.
 - Communicate directly with federal officials/auditors and Territorial Auditors.
 - Review and analyze all proposed changes to existing programs/policies and budget submissions in relation to revenue implications.
- 5. Provide advice and assistance to Health and Social Services Authorities (HSSAs) related to financial processing, procedures and policies.**
- Provide comprehensive advice and information to facilitate effective and efficient financial operations and sound financial policy development.
 - Guides Authority staff on the implementation of financial policies and procedures in accordance with the GNWT's Financial Administration ACT (FAA) and FAM.
 - Provide operational assistance to Authority staff as required.
 - Develop and provide training to Authority staff as required.
- 6. Provide appropriate and comprehensive advice and information to the Director of Finance, senior management and divisional administration to facilitate effective and efficient financial operations and sound financial policy development.**
- Analyze and interprets financial legislation, regulations, policies and directives issued by the control agencies of the government and advise of their impact on current and proposed programs and existing management practices.
 - Evaluate and/or recommend alternative approaches to achieving objectives that are consistent with the spirit and intent of the FAA.



- Monitor financial activities and recommend or conduct internal reviews or audits to assist in developing and maintaining financial procedures in accordance with the FAA and the FAM.

7. Provide leadership to the unit and manage activities to complete the required tasks effectively and efficiently.

- Direct and monitor the work of staff members and provide direction and advice.
- Set clear expectations and objectives.
- Provide an environment for personal and professional development of staff both within the workplace and through appropriate external development opportunities.
- Co-ordinate the necessary linkages with other sections and teams within DHSS.
- Participate on the divisional management team in reviewing, setting and integrating departmental work plans and priorities.
- Initiate advice, criticism and/or disciplinary action in a positive and constructive manner as required.
- Assist Human Resources in staffing; includes preparing assessment material, interview questions and interviewing, evaluating and selecting candidates.

8. Manage the financial and technical expertise in the preparation and reconciliation of the Tangible Capital Asset (TCA) financial information.

- Develop and implement procedures and internal systems for TCAs.
- Coordinate the accounting and asset tracking information in the financial system.
- Ensure assets are put into service and removed from service in a timely manner.
- Develop and provide TCA training to departmental staff as required.
- Assist in the preparation of FMB submissions that have TCA accounting implications.

9. Manage the fleet management of the DHSS and three Authorities.

- Direct the annual process to gather information and determine the evergreening needs of the 206 vehicle fleet
- Analyze received information and determine units to be evergreened.
- Assist in the preparation of FMB submissions related to vehicles.
- Oversee the procurement and surplus processes.
- Manage the procurement of 40 specialty units including ambulances and wheelchair vehicles.
- Manage the preparation of the 20-year capital needs and capital carryover requests for vehicles.

10. Departmental and divisional administration.

- Perform or co-ordinate special reviews and analysis of expenditures or revenues
- Assist the Director of Finance in developing strategies and briefing materials.



- Organize and/or chair seminars on accounting and administration issues such as cost sharing or internal control.
- Acts as liaison between the DHSS and central agencies on matters pertaining to financial administration.
- Provide ongoing training and support to staff across the Department on the use of the financial system.

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 and ability to apply knowledge of financial legislation, policies and procedures.
- Knowledge of budgeting, formula funding, financial analysis and reporting including the ability to prepare financial reports and statements.
- Knowledge of generally accepted accounting principles (GAAP) and the ability to establish and manage accounting systems and internal controls.
- Knowledge of and/or the ability to acquire knowledge and skills relating to human resources legislation, policies and procedures particularly in the areas of staffing and personnel and benefits administration.
- Knowledge of supervision and management skills and principles including coaching and mentoring, and the ability to implement change management and impart new ideas.
- Organization skills and the ability to identify priorities and complete a variety of tasks in a timely and effective manner.
- Leadership skills and the ability to influence others to accept and adopt a common vision for financial, human resources and administrative policies and operations Ability to support internal communication, accountability and feedback within the unit.
- Interpersonal and negotiation skills.



- Computer skills include the ability to operate and manage computerized financial, payroll, human resource information and student records systems, spreadsheet and word processing programs, and e-mail at a highly proficient level.
- Ability to plan, prioritize and adapt team work processes based on existing priorities.
- Ability to ensure that procedures are followed and that clear, detailed records are kept.
- Ability to provide positive expectations of others in terms of their ability and contributions; listens and responds effectively to other people from diverse backgrounds.
- Written and verbal communications including the ability to compose audit and financial reports and use up to date and factual data in clear, accessible and professional language.
- 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 professional accounting designation and five (5) years of relevant experience including one year of supervisory or team lead 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