



IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Finance Officer	
Position Number	Community	Division/Region
49-13916	Yellowknife	Finance/HQ

PURPOSE OF THE POSITION

The Senior Finance Officer supports the management of the accounting and revenue collection activities for the Department of Health and Social Services (DHSS), in accordance with the GNWT Financial Administration Manual, Acts, legislation, regulations, directives, policies, departmental procedures and generally accepted accounting principles (GAAP). The Senior Finance Officer helps ensure 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 and reporting to the Comptroller, the Senior Finance Officer is responsible for supporting the establishment and maintenance of internal control and accounting procedures. The position interprets and develops accounting directives and year-end instructions and responds to internal and external auditors. The position provides advice and support to the NWT Health authority staff.

The incumbent will ensure that all financial transactions are in accordance with the GNWT Financial Administration Manual, Acts, legislation, regulations, directives, policies, departmental procedures and professional judgment in the application of generally accepted accounting principles.

The Health and Social Services System (HSSS) is one of the largest, most broadly based departments in the GNWT. The HSSS is comprised of the Department of Health and Social Services (DHSS), 3 Health and Social Service Authorities (NTHSSA, THSSA and HRHSSA), and a number of contracted service providers. The system directly employs approximately 2,000 staff members in a wide range of employment categories and provides services to a

population of approximately 40,000 residents. The Department has an expenditure budget of approximately \$550 million, revenue collection totaling approximately \$60 million, and projects on behalf of others of about \$25 million.

RESPONSIBILITIES

1. Oversees the administration of grants and contributions.

- Supports and trains Finance Officers in the preparation and tracking of contribution agreements, to ensure agreements and applicable amendments are in compliance with GNWT financial legislation and guidelines.
- Advises on proposed budgets and recommends financial terms and conditions to be added, deleted or amended.
- Advises on cash flow payment schedules for each contribution in accordance with the contribution agreement terms and conditions.
- Reviews financial statements received from third parties and advises on requirements for acceptance or required follow-up to Supervisors and program Directors.
- Initiates and reconciles contribution payments to the GNWT System for Accountability and Management (SAM) reports.
- Provides strategic advice to Comptroller and program managers with respect to financial components of contribution related programs and services.

2. Co-ordinate the timely processing and verification of financial documents between the Department and Financial and Employee Shared Services (FESS).

- Acts as the main Department Representative for communication with FESS and ensures all financial documents are tracked and submitted to the FESS in a timely manner.
- Supports the Comptroller and the Finance Officers in addressing and responding to inquiries from FESS and Department staff.
- Follows up with the FESS for clarification or with inquires on behalf of program staff as required.

3. Reviews and prepares monthly reports and account reconciliations.

- Reviews sub-ledger accounts monthly prior to month-end close.
- Reconcile general ledger accounts monthly.
- Maintains analysis of accurateness and appropriateness or prior year accruals and monitors timeliness of payments against accruals.
- Reviews all outstanding accountable advances to request additional funds or to close off agreements.
- Manages and maintains control of the Department's employee liability accounts on a quarterly and annual basis

4. Assists with the year-end functions of the Department.

- Assists with the year-end closing of the Department's accounts.
- Communicates with Department staff the year-end procedures.
- Directs Department staff in the correct treatment of adjustments and accruals.

- Prepares working papers and analysis of financial information to support adjustments and information reported in the public accounts.
 - Reviews schedules and reports for accuracy and completeness.
 - Provides assistance and information to the staff of the Office of the Auditor General as required to complete the audit of the Department's financial statements.
 - Ensures GL and bank reconciliations are complete.
 - Requests post-closing adjustments, monitors year-end accruals and prepaid expenses.
 - Maintains the Department's working files and supporting documentation.
- 5. Co-ordinate the revenue collection activities in order to process financial transactions into the financial information system.**
- Monitors, reviews, and analyzes various program expenditures and revenues.
 - Monitors and reviews third party funding and contribution agreements between departments, agencies and federal, provincial and territorial governments and ensures the timely submission of invoices under all Fund 3 agreements.
 - Co-ordinates Authority access to the federal SAARSO program.
 - Provides advisory services on third party funding and contribution agreements.
 - Coordinates the production of all financial reports.
- 6. Maintains a \$500 Petty Cash Fund to ensure that all reimbursements to individuals are processed in a timely manner and all recipients and cash on hand balance.**
- Verifies and records original receipts, remit approved claim for reimbursement.
 - Verifies and reconciles petty cash registers and investigate discrepancies.
 - Prepares and submits for payment processing petty cash claims when the fund is depleted.
- 7. Performs other financial duties as required.**
- Performs or co-ordinates special reviews and analysis of expenditures or revenues,
 - Attends meetings on behalf of the Comptroller as required.

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

- Financial management and accounting processes including Generally Accepted Accounting Principles
- Government accounting, related systems and budgetary cycles
- Strong skills in the use of software applications such as Excel, MS Word, and computerized accounting systems
- Excellent communication and interpersonal skills
- Excellent analytical, organizational and time management skills
- Ability to communicate clearly and effectively both verbally and in writing for day-to- day duties as well as for reports
- Ability to interpret, analyze and prepare financial statements and reports

Typically, the above qualifications would be attained by:

Completion of a post-secondary degree in finance or business administration, or the successful completion of the CPA PREP Program and at least 3 years directly related experience.

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