



## 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 in accordance with the Government of the Northwest Territories Financial Administration Manual, *Financial Administration Act*, Acts, legislation, regulations, directives, policies, departmental procedures and generally accepted accounting principles. This position helps ensure that 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 Senior Finance Officer (SFO) reports to the Comptroller and 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 SFO provides advice and support to the NWT Health and Social Services Authority staff.

The SFO ensures that all financial transactions are in accordance with the Government of the Northwest Territories (GNWT) Financial Administration Manual (FAM), *Financial Administration Act (FAA)*, Acts, legislation, regulations, directives, policies, departmental procedures and professional judgment in the application of generally accepted accounting principles (GAAP).

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, TCSA 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 45,000 residents.



The Department has an expenditure budget of approximately \$728M, revenue collection totaling approximately \$88M, and projects on behalf of others approximating \$67M.

## **RESPONSIBILITIES**

### **1. Oversee the administration of grants and contributions.**

- Support and train 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.
- Advise on proposed budgets and recommend financial terms and conditions to be added, deleted or amended.
- Advise on cash flow payment schedules for each contribution in accordance with the contribution agreement terms and conditions.
- Review financial statements received from third parties and advise on requirements for acceptance or required follow-up to Supervisors and program Directors.
- Initiate and reconcile contribution payments to the GNWT System for Accountability and Management (SAM) reports.
- Provide 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 DHSS and Financial and Employee Shared Services (FESS).**

- Act as the main departmental Representative for communication with FESS and ensure all financial documents are tracked and submitted to the FESS in a timely manner.
- Support the Comptroller and the Finance Officers in addressing and responding to inquiries from FESS and Department staff.
- Follow up with FESS for clarification or with inquires on behalf of program staff as required.
- Coordinate access for DHSS staff to the SAM accounting system, financial authorities, and Visa One cards.

### **3. Review and prepare monthly reports and account reconciliations.**

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



**4. Assist with DHSS's year-end functions.**

- Assist with the year-end closing of the Department's accounts.
- Communicate the year-end procedures with DHSS staff.
- Direct staff in the correct treatment of adjustments and accruals.
- 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 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.
- Ensure GL and bank reconciliations are complete.
- Request post-closing adjustments, monitor year-end accruals and prepaid expenses.
- Maintain working files and supporting documentation for DHSS.

**5. Co-ordinate the revenue collection activities in order to process financial transactions into the financial information system.**

- Monitor, review, and analyze various program expenditures and revenues.
- Monitor and review third party funding and contribution agreements between departments, agencies and federal, provincial and territorial governments and ensure the timely submission of invoices under all Fund 3 agreements.
- Co-ordinate Authority access to the federal SAARSO program.
- Provide advisory services on third party funding and contribution agreements.
- Coordinate the production of all financial reports.

**6. Apply financial and technical expertise in the preparation and reconciliation of the Tangible Capital Asset (TCA) financial information.**

- Ensure the integrity of accounting and asset tracking information in the financial system.
- Provide financial interpretations and advice to DHSS on TCA treatment/methodology.
- Monitor the work-in-progress control account and make appropriate entries and adjustments to the TCA account.
- Review the adjusted net book value of each departmental asset.
- Ensure assets are put into service and removed from service in a timely manner.
- Provide TCA training to departmental staff as required.
- Assist in the preparation of FMB submissions that have TCA accounting implications.

**7. Assist with the fleet management of the DHSS and three Authorities.**

- Maintain a master list of the 200+ vehicles owned by the Department.
- Coordinate an annual questionnaire across the Department and Authorities to determine evergreening needs and collect information to assess priorities.
- Coordinate the collection of specifications for replacement vehicles annually.
- Assist in the preparation of FMB submissions related to vehicles.



- Coordinate the surplusing of replaced units and the delivery, registration, and insuring of replacement units.
- Coordinate and monitor the procurement of 40 specialty units including ambulances and wheelchair vehicles.
- Assist with the 20-year capital needs and capital carryover requests for vehicles.

#### **8. Financial Administration.**

- Review and advise on financial procedures required for programs and services.
- Coach DHSS staff through financial policy and procedures.
- Perform or co-ordinate special reviews and analysis of expenditures or revenues,
- Attend 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**

- Knowledge of financial management and accounting processes GAAP.
- Knowledge of accounting and budgetary cycles.
- Skilled in the use of software applications such as MS Excel, Word, and computerized accounting systems.
- Communication and interpersonal skills.
- 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.
- 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 post-secondary degree in finance, accounting, commerce or business administration, and three (3) years of directly related 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