



IDENTIFICATION

Department		Position Title	
Health and Social Services		Finance Officer	
Position Number	Community	Division/Region	
49-13984	Yellowknife	Finance/ HQ	

PURPOSE OF THE POSITION

The Finance Officer provides financial and administrative support services to the Department of Health and Social Services (DHSS) in accordance with Government of the Northwest Territories (GNWT) and Department's policies and procedures. This includes supporting the day-to-day operations for the section which provides central coordination of financial and operational processes for the Department of Health and Social Services.

SCOPE

Located in Yellowknife and reporting directly to the Comptroller, the Finance Officer is responsible for executing activities related to day-to-day operations of the Department and is expected to assist in the development and implementation of policies and procedures to effectively and efficiently manage the financial and operational activities of the Department. This includes verifying documents are accurate and adhere to government policies and procedures, and ensuring Department staff has timely, relevant and accurate information for managing budgets and exercising spending authority. The Finance Officer annually assists in processing approximately 200 contribution agreements, 40 multi-year contracts, 400 billings totaling approximately \$18 million, accounts payable of \$450 million, and also with monitoring 100 visas with transactions of \$1.8 million. The Finance Officer assists in maintaining security access for over 100 SAM users and 90 specimen signature records.

The duties of the position are carried out in accordance with the Financial Administration Act, Government Contract Regulations, GNWT policies, Departmental policies, directives and procedures and Generally Accepted Accounting Principles (GAAP).

RESPONSIBILITIES

1. Grants and contribution administration.

- Prepares contribution agreements, collaborates with program staff to ensure agreements and applicable amendments are in compliance with GNWT financial legislation and guidelines;
- Reviews proposed budgets and recommends financial terms and conditions to be added, deleted or amended;
- Develops cash flow payment schedules for each contribution in accordance with the contribution agreement terms and conditions;
- Ensures accurate coding of all agreements;
- Reviews financial statements received from third parties and provides recommendations 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 Director and program managers with respect to financial components of contribution related programs and services.

2. Maintain and provide advice to program managers in the administration of multi-year service contracts.

- Prepares purchase orders in SAM to ensure accurate recording of multi-year contracts in the financial system and reconciliation to external listings;
- Maintains Departmental contracts/contribution listing;
- Ensures current insurance documents are in place for multi-year contracts;
- Completes quarterly contract and expenditure reconciliations to ensure compliance with GNWT financial and procurement rules and regulations, including preparing the annual contract reporting requirements for tabling of the GNWT contract reporting;
- Prepares year end working schedules for all multi-year contracts.

3. Performs duties as Department's Credit Card Administrator.

- Maintains a listing of all credit card holders;
- Submits all credit card applications to the Department of Finance;
- Administers and maintains the credit card holder agreements and provides training to cardholders to ensure they are aware of GNWT and Departmental policies regarding use;
- Coordinates departmental monthly visa reconciliations and approves all credit card transactions posted to SAM;
- Reviews all credit card transaction reports for correct coding and supporting documentation, confirms with Managers for expenditure authority;
- Monitors for compliance to requirements and reports any unauthorized use to the appropriate supervisor for corrective action and, if necessary, the Comptroller.

- 4. Manages the process and maintains records for Signing Authority Designations and security access to the GNWT Human Resources Information System (HRIS) and SAM.**
 - Provides advice on expenditure authority levels and appropriate coding for Specimen Signature Records (SSRs);
 - Prepares financial approval authorities' spreadsheet for approval by appropriate authority;
 - Prepares, reviews, monitors and maintains SSRs;
 - Ensures specimen signature records are entered and approved in SAM;
 - Reconciles SAM specimen signature records against current staffing;
 - Prepares reviews and monitors all system access requests in conjunction with employee commencement and terminations.
- 5. Manages the process and maintains the records for the federal SAARSO program on behalf of the Authorities.**
 - Coordinates access to the federal program by working with Department of Finance and Authorities to ensure client records are complete and up to date;
 - Maintains an accurate listing of all SAARSO clients submitted to the program and their current status;
 - Reconciles payments received from Department of Finance and notifies Authorities of the recovery;
 - Prepares monthly payments to Authorities for all funding collected through the federal program.
- 6. Assists with the department's revenue collection activities.**
 - Accepts and verifies monies received from various sources and issues general receipts;
 - Prepares bank deposits in SAM and deposits funds in Department account;
 - Prepares and maintains departmental deposit files;
 - Notifies ConRev of coding and allocation of direct deposit funds;
 - Coordinates departmental closing of Moneris machines, prepares and submits monthly book to bank reconciliation;
 - Prepares and submits billing requests on behalf of the Department;
 - Follows up on Accounts Receivable up to 90 days;
 - Liaises with clients and Department of Finance when questions arise regarding outstanding receivables.
- 7. Assists with the timely processing and verification of financial documents between the Department and the Financial and Employee Shared Services Centre (FESS).**
 - Acts as a Departmental Representative for communications with the FESS and ensures all financial documents are tracked and submitted in a timely manner;
 - Coordinates and routes recycled vouchers within SAM;
 - Completes regular follow up with signing authorities on outstanding approvals;
 - Prepares and submits supplier/customer set up requests;
 - Follows up with FESS for clarification or inquires on behalf of program staff.

8. Prepares and analyzes day-to-day and monthly financial reports.

- Prepares, maintains, and provides regular financial reports to Comptroller;
- Coordinates the monthly Comptroller checklist;
- Prepares journal/adjusting entries;
- Analyzes reports and identifies trends and areas of concern to bring to the attention of the supervisor;
- Monitors outstanding travel authorizations and expense reports;

9. Prepares and analyzes month-end and year-end working papers.

- Prepares year end working papers and supporting financial documents within timelines set out in Year-end procedures;
- Prepares post-closing adjustments;
- Maintains monthly reconciliation of accrued liabilities and receivables and Projects on Behalf of others.

10. Performs other financial duties as required.

- Acts for the Comptroller as required;
- Provides assistance in mapping of Departmental business processes;
- Provides assistance to other members of the Finance division;
- Other duties as assigned.

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

- 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 diploma in finance or business administration 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