



IDENTIFICATION

Department	Position Title	
Health and Social Services	Finance Officer	
Position Number	Community	Division/Region
49-15676	Yellowknife	Finance / HQ

PURPOSE OF THE POSITION

The Financial Officer provides financial and administrative support services to the Department of Health and Social Services in accordance with Government of the Northwest Territories and Department of Health and Social Services (Department) 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, the Finance Officer reports 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 have timely, relevant and accurate information for managing budgets and exercising spending authority. The Finance Officer annually assists in processing approximately 200 grants and contribution agreements, 40 multi-year contracts, 400 billings totaling approximately \$28 million, accounts payable of \$690 million, and also monitoring 100 visas with transactions of \$2.8 million. The Finance Officer assists in maintaining security access for over 125 SAM users and over 100 specimen signature records.

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



RESPONSIBILITIES

1. Grants and contribution administration.

- Prepare contribution agreements and collaborate with program staff to ensure agreements and applicable amendments are in compliance with GNWT financial legislation and guidelines.
- Review proposed budgets and recommend financial terms and conditions to be added, deleted or amended.
- Develop cash flow payment schedules for each contribution in accordance with the contribution agreement terms and conditions.
- Ensure accurate coding of all agreements.
- Review financial statements received from third parties and provide recommendations 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 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.

- Prepare purchase orders in SAM to ensure accurate recording of multi-year contracts in the financial system and reconciliation to external listings.
- Maintain Departmental contracts/contribution listing.
- Ensure current insurance documents are in place for multi-year contracts.
- Complete 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.
- Prepare year end working schedules for all multi-year contracts.

3. Department Credit Card Administrator.

- Maintain a listing of all credit card holders.
- Submit all credit card applications to the Department of Finance.
- Administer and maintain the credit card holder agreements and provide training to cardholders to ensure they are aware of GNWT and Departmental policies regarding use.
- Coordinate departmental monthly visa reconciliations and approve all credit card transactions posted to SAM.
- Review all credit card transaction reports for correct coding and supporting documentation, confirm with Managers for expenditure authority;
- Monitor for compliance to requirements and report any unauthorized use to the appropriate supervisor for corrective action and if necessary the Comptroller.



- 4. Manage the process and maintain records for Signing Authority Designations and security access to the GNWT Human Resources Information System (HRIS) and SAM.**
 - Provide advice on expenditure authority levels and appropriate coding for Specimen Signature Records (SSRs).
 - Prepare financial approval authorities spreadsheet for approval by appropriate authority.
 - Prepare, review, monitor and maintain SSRs.
 - Ensure specimen signature records are entered and approved in SAM.
 - Reconcile SAM specimen signature records against current staffing.
 - Prepare reviews and monitor all system access requests in conjunction with employee commencement and terminations.
- 5. Oversee the department's revenue collection activities.**
 - Accept and verify monies received from various sources and issues general receipts.
 - Prepare bank deposits in SAM and deposit funds in Department account.
 - Prepare and maintain departmental deposit files.
 - Notify ConRev of coding and allocation of direct deposit funds.
 - Coordinate departmental closing of Moneris machines, prepares and submit monthly book to bank reconciliation.
 - Prepare and submit billing requests on behalf of the Department.
 - Follow up on Accounts Receivable up to 90 days.
 - Liaise with clients and Department of Finance when questions arise regarding outstanding receivables.
- 6. Co-ordinate the timely processing and verification of financial documents between the Department and the Financial and Employee Shared Services Centre (FESS).**
 - Act as a Departmental Representative for communications with the FESS and ensure all financial documents are tracked and submitted in a timely manner.
 - Coordinate and route recycled vouchers within SAM.
 - Complete regular follow up with signing authorities on outstanding approvals.
 - Prepare and submit supplier/customer set up requests.
 - Follow up with FESS for clarification or inquire on behalf of program staff.
- 7. Prepare and analyze day-to-day and monthly financial reports.**
 - Prepare, maintain, and provide regular financial reports to Comptroller.
 - Coordinate the monthly Comptroller checklist.
 - Prepare journal/adjusting entries.
 - Analyze reports and identify trends and areas of concern to bring to the attention of the supervisor.
 - Monitor outstanding travel authorizations and expense reports.
 - Prepare Revenue variance.



8. Prepare and analyze month-end and year-end working papers.

- Prepare year end working papers and supporting financial documents within timelines set out in Year-end procedures.
- Prepare post-closing adjustments.
- Maintain monthly reconciliation of accrued liabilities and receivables and projects on behalf of others.

9. Assist with the management and oversight of Departmental Assets.

- Assist with reconciliation of Tangible Capital Asset Listing and the coordination of updates as needed.
- Assist in reviewing, developing, and implementing asset control processes for both capital and controllable assets.
- Assist with fleet management activities including reviewing responses to annual questionnaires for the Department, and completing asset addition and surplus forms during evergreening.

10. Perform other financial duties as required.

- Provide assistance in mapping of Departmental business processes.
- Provide assistance to other members of the Finance division.
- Other duties within the scope of the role.

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 including Generally Accepted Accounting Principles.
- Knowledge of government accounting, related systems and budgetary cycles.

- Skilled in the use of software applications such as Excel, MS 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:

Completion of a post-secondary diploma in finance or business administration and two (2) years of relevant 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