



IDENTIFICATION

Department	Position Title	
Health and Social Services	Comptroller	
Position Number(s)	Community	Division/Region(s)
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 (DHSS) in accordance with the Government of the Northwest Territories (GNWT) Financial Administration Manual, acts, legislation, regulations, directives, policies, departmental procedures and generally accepted accounting principles (GAAP). 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 and reporting to the Director of Finance, 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. The Comptroller provides oversight and direction to the Finance Officers on all the financial processing for DHSS. The incumbent ensures 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 incumbent provides oversight of the payment functions of the Inuvik Health Administration Office. The position also provides advice and support to financial staff within the Authorities.

Department of Health and Social Services (DHSS) is the largest, most broadly based department in the 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 43,000 residents. DHSS has an expenditure budget of approximately \$550 million, revenue collection totaling approximately \$60 million and

projects on behalf of others of \$25 million.

The position is responsible for developing, managing and exercising spending authority on a sectional budget of approximately \$600,000. The incumbent also has full spending authority.

RESPONSIBILITIES

1. Coordinates the planning, processing and monitoring of the Departmental accounting system in order to ensure the financial records of the Department are complete, accurate and prepared on a timely basis.

- Ensures adequate and effective internal controls;
- Directs the implementation of financial procedures established by the Department of Finance;
- Confirms that all requirements for account verification and payment requisitioning have been complied with;
- Reviews monthly financial reports, identifies potential problems, and determines or recommends solutions;
- Oversees the preparation and processing of contribution agreements;
- Manages inventory of departmental equipment leases;
- Continually reviews existing systems and procedures and identifies inadequacies for future improvements, modifications, reviews and/or audits;
- Coordinates the exchange of financial information between program divisions and the Department of Finance;
- Confirms all month end reporting requirements are completed within established timelines;
- Maintains, an up to date knowledge of current financial accounting practices and financial legislation, regulations, policies and directives;
- Coordinates and shares in a timely manner the actual financial results with the budgeting team and assists in the preparation of short-term forecasts and long-term trend analysis;
- Maintains the Department's petty cash fund;
- Manages Department Credit Card Administration process.

2. Manages the year-end functions of the Department.

- Coordinates the year-end closing of the Department's accounts;
- Communicates with Department staff and the Authority finance staff on year-end procedures;
- Directs Department staff in the correct treatment of adjustments and accruals;
- Coordinates and/or 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 all necessary 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 general ledger and bank reconciliations are complete;

- Prepares and submits post-closing adjustments, monitors year-end accruals and prepaid expenses;
 - Maintains the Department's working files and supporting documentation.
- 3. Manages the Department's revenue collection activities.**
- Ensures adequate and proper procedures and controls are in place for the receipt of funds;
 - Supervises the monitoring, review, and analysis of various program expenditures and revenues;
 - Coordinates the production of all financial reports;
 - Advises the Director and other managers of cost sharing and revenue implications of modifying existing programs;
 - Communicates directly with federal officials/auditors and Territorial Auditors;
 - Reviews and analyzes all proposed changes to existing programs/policies and budget submissions in relation to revenue implications.
- 4. Supervises the day to day management of accounting functions of the Department.**
- Establishes work plans and deadlines;
 - Provides training and assistance to department staff in procedures as required;
 - Coordinates the communication between the Department and Financial and Employee Shared Services (FESS);
 - Directs the maintenance of files for accounting records;
 - Ensures signing authority records are maintained and current;
 - Ensures security access to the financial system is maintained and current;
 - Ensures that accounts payable and receivable are managed in accordance with government legislation, policy and directives;
 - Provides oversight and manages other day-to-day financial operations such as taxable payments, duty travel, reconciling general ledger accounts, bank reconciliations, cash advances and contribution agreements.
- 5. Provides advice and assistance to Health and Social Services Authorities related to financial processing, procedures and policies.**
- Provides 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 FAA and FAM;
 - Provides operational assistance to Authority staff as required;
 - Develops and provides training to Authority staff as required.
- 6. Provides 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.**
- Analyzes and interprets financial legislation, regulations, policies and directives issued by the control agencies of the government and advises of their impact on current and proposed programs and existing management practices;

- Evaluates and/or recommends alternative approaches to achieving objectives that are consistent with the spirit and intent of the Financial Administration Act;
 - Monitors financial activities and recommends or conducts internal reviews or audits to assist in developing and maintaining financial procedures in accordance with the FAA and the FAM.
- 7. Provides leadership to the section and manages activities in order to complete the required tasks effectively and efficiently.**
- Coordinates and monitors the work of four (4) staff members and provides direction and advice;
 - Sets clear expectations and objectives;
 - Completes staff performance appraisals;
 - Provides an environment for personal and professional development of staff both within the workplace and through appropriate external development opportunities;
 - Coordinates the necessary linkages with other sections and teams within the Department;
 - Participates on the divisional management team in reviewing, setting and integrating departmental work plans and priorities;
 - Initiates advice, criticism and/or disciplinary action in a positive and constructive manner as required;
 - Assists Human Resources in staffing; includes preparing interview questions and interviewing, evaluating and selecting candidates.
- 8. Performs other financial duties as required.**
- Performs or coordinates special reviews and analysis of expenditures or revenues;
 - Organizes and/or chairs seminars on accounting and administration issues such as cost sharing or internal control;
 - Assists the Director of Finance in developing strategies and briefing materials;
 - Acts as liaison between the Department and central agencies on matters pertaining to financial administration;
 - Provides ongoing training and support to staff across the Department on the use of the financial system;
 - Acts for the Director of Finance as required.

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

- Knowledge of Generally Accepted Accounting Procedures and Public Sector Accounting Standards
- Knowledge of the people, culture, government and health and social services in the NWT and its political and business environment.
- Knowledge in budgeting, accounting principles and practices, financial management, financial information systems and audit processes.
- Analytical and supervisory abilities.
- Written and oral communication and presentation skills.
- Computer skills in a networked Windows operating environment with the ability to use spreadsheets, word processing, databases, accounting and payroll systems.
- Ability to formulate and implement initiatives to improve service delivery on a cost-effective basis.
- Skilled in problem solving and the ability to improve service delivery on a cost effective basis.
- Interpersonal skills, including the ability to implement change management and impart new ideas.
- Leadership and human resources management skills, including supervising, coaching, mentoring and role modeling.
- Ability to set and manage deadlines.

Typically, the above qualifications would be attained by:

The completion of a recognized accounting designation and a university degree in Business Administration, with 5 years of accounting experience.

Experience should reflect involvement within a management team and an involvement in strategic planning and decision making for an organization.

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