



IDENTIFICATION

Department	Position Title	
Health and Social Services	Administrative and Finance Coordinator	
Position Number	Community	Division/Region
49-3387	Yellowknife	Finance/HQ

PURPOSE OF THE POSITION

The Administrative and Finance Coordinator is responsible for providing a full range of financial, senior administrative and confidential administrative services to the Director of Finance position at the Department of Health and Social Services. The position provides financial and administrative support services to the Assistant Director, Financial Research and Analysis; Comptroller; Manager, Financial Planning and Reporting and the Department of Health and Social Services.

The position performs various financial duties which are integral to the smooth function of the Finance Division and total Departmental operations. This includes supporting the day-to-day operations for the section which provides central coordination of financial and operational process for the Department. The position carries out these duties in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies and governmental and departmental procedures.

SCOPE

Located in Yellowknife, the Administrative and Finance Coordinator (Coordinator) reports to the Director of Finance (Director) and performs a full range of financial, senior administrative and confidential administrative services to the Director and the entire Finance Division.

The Coordinator is the first point of contact for the Finance Division and performs various financial duties which are integral to the smooth function of the Finance Division and the Department of Health and Social Services (DHSS). The incumbent ensures that standards of accountability and financial administration are upheld, and is responsible for executing activities related to day-to-day operations of the DHSS. This includes verifying documents are

accurate, controlling the flow of information and acting as the initial point of contact with other divisions, agencies and the public. It functions in an environment where a high volume of work is produced and very sensitive issues are addressed.

In addition to the Director, the division consists of Assistant Director, Comptroller and Manager positions, as well as 10+ Advisor, Analyst, and Finance positions that are responsible for the financial administration and management for the DHSS with a high degree of interaction with the Deputy Minister's office, other divisions in the Department and across government.

The Coordinator also manages all building maintenance and support requests in the Tatsaotine building for the Department. Priorities are ever changing but must be addressed in a timely manner.

This position requires the incumbent to exercise organizational skills and proficiency in a number of information systems to perform assigned tasks and support the business processes of the division.

RESPONSIBILITIES

- 1. Provide day-to-day support to the Finance Division by assisting in the coordination and administration of financial documents and processing including contribution agreements, grants, revenue and expenditures.**
 - Maintain departmental voucher tracking including timely communication and follow up with department staff to ensure payments are made within specified time frames.
 - Prepare contribution agreements in collaboration with program staff to ensure agreements and applicable amendments are in compliance with GNWT financial legislation and guidelines.
 - Complete voucher updates in GNWT's System for Accountability and Management (SAM).
 - Prepare billing requests on behalf of the Department.
 - Prepare requisitions and purchase orders in SAM ensuring accurate coding.
 - Initiate and reconcile contribution payments to the SAM reports.
 - Prepare journal/adjusting entries.
 - Prepare and submit vendor/customer set up requests.
 - Review documents to ensure adequate documentation in support of transactions and reports.
 - Support the administration of Corporate Purchase Credit Card (VISA) accounts.
 - Collect and maintain a record of all payments received and prepare deposits.
 - Determine priorities for processing transactions in a timely and accurate manner.
- 2. Provide financial support and advice to the division ensuring documents are routed and recorded accurately, in a timely manner and in adherence with government policies and procedures.**

- Review incoming requests and take appropriate action, including routing requests for coding, invoices for payment by visa, updating SAM and corresponding with Financial and Employee Shared Services (FESS).
- Maintain current posting of SharePoint Specimen Signature Records (SSRs).
- Prepare reconciliation of SSR and SAM reports and investigate any discrepancies.
- Prepare review of Financial Authorities Authorization Spreadsheet.
- Maintain physician contract database.

3. Provide administrative support to the Director of Finance ensuring all functions are achieved within set deadlines and in adherence with government policies and procedures.

- Provide reception duties for the division by answering telephones, taking messages and directing calls, as well as responding to visitors and directing them to appropriate staff.
- Prepare routine correspondence for the Director.
- Format and route correspondence prepared by divisional staff for the signature of Director(s), Assistant Deputy Minister(s), Deputy Minister and Minister.
- Assist in the creation of briefing materials for the Deputy Minister and Minister in both hard copy and electronic format.
- Prepare and maintain chrono files for the division, ensuring all documentation is filed accurately and in a timely manner.
- Manage divisional records by ensuring they are filed and stored using the GNWT Administrative Records Classification System (ARCS) and Operational Records Classification System (ORCS) and coordinate with the Departmental Records Coordinator when required.
- Attend meetings when requested to take minutes or notes.
- Coordinate and organize divisional meetings, conferences and workshops.
- Assist divisional staff with travel including booking hotels and flights.
- Ensure that all divisional office equipment is properly maintained and in good working condition.
- Manage office supplies for the division, including maintaining receipts and monthly reconciliation of visa purchases.
- Coordinate the surplus of supplies and furniture to the GNWT Warehouse as required.

4. Manage all building maintenance and support requests for the building to ensure safety and security of Department staff.

- Manage all Departmental security access through administration of FOBs for staff and contractors, including maintaining an inventory of FOBs issued, updated or cancelled.
- Maintain listing and copies of all office and master keys.
- Ensure prompt responses to staff inquires on safety and security related building issues.
- Work with Department of Infrastructure to address issues identified.

5. Provide human resource support to the Division.

- Maintain monthly leave and attendance register which includes employee signoff and approval by Director.
- Maintain accuracy of online phone directory.
- Assist in the preparation for new staff, including communicating with the Technology Service Centre (TSC) for appropriate hardware/software and network access as well as obtaining supplies and furniture.
- Assist in the orientation of new staff to the division.
- Participate in the staffing process for casual and summer student support staff as required.

6. Perform other duties as required.

- Provide coverage for other divisions in the Department during leave or vacancies.
- Participate in Departmental Administrative meetings on behalf of the Finance division to bring forward issues or concerns.

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 Principles (GAAP).
- Knowledge and ability to interpret the *Financial Administration Act*, the *Financial Administration Manual* and other relevant GNWT Statutes, regulations, policies and procedures.
- Knowledge of executive administrative, secretarial and office procedures.
- Knowledge of records management policies and procedures including records disposition, standards and classification systems.
- Ability to learn and apply knowledge of GNWT accounting processes and procedures, related systems and budgetary cycles.
- Knowledge of basic accounting procedures and Microsoft Excel related to financial administration.
- Communication and interpersonal skills.

- Financial and analytical problem solving skills.
- Time management and organizational skills.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to work with minimal direction and supervision.
- Ability to work with people in an effective, tactful manner.
- Ability to be adaptable and flexible.
- Ability to complete tasks/projects on time through the routine planning of own work and organization of resources.
- Ability to accurately complete tasks with close attention to all aspects of work and to carefully controls for errors.
- 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 related post-secondary diploma and one (1) year 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