



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Operations and Finance Officer	
Position Number	Community	Division/Region
63-14324	Yellowknife	NWT Geological Survey/HQ

PURPOSE OF THE POSITION

The Operations and Finance Officer provides leadership, oversight, and administrative services in the areas of operations, finance, procurement, human resources, information and asset management, client services, and general office support. The position is crucial to the successful functioning of the Northwest Territories Geological Survey.

SCOPE

Located in Yellowknife, the Northwest Territories Geological Survey (NTGS) is a science-focused division of the Department of Industry, Tourism and Investment (ITI), Government of Northwest Territories (GNWT). The NTGS conducts research and provides expertise on the geology, mineral and energy resources, and permafrost conditions of the NWT. NTGS staff also provide geoscience information services and lead or participate in public education and outreach activities. All this work contributes to the development of modern geoscience knowledge, resource exploration, land use planning, land claim processes, infrastructure design and maintenance, climate change studies, and conservation initiatives. The NTGS is guided in part by formal five-year strategic plans and by an external advisory committee.

The Operations and Finance Officer reports to the NTGS Director and provides support to the entire NTGS team consisting of approximately 23 full-time staff and 5-6 summer student employees. Work duties are numerous and include crucial support of office and field operations, financial tracking and administration, providing guidance and advice to staff, management of records and physical assets, human resource support, procurement, oversight of contracts and contribution agreements, external client assistance, and general office and administrative duties. Operational and financial management duties are critical functions and are characterized by multiple projects and budgets that operate concurrently. NTGS budgets

for wages and benefits, operations and maintenance, and research funding received from external sources total several million dollars annually.

The Operations and Finance Officer is in regular communication with the NTGS Director and staff, ITI's Finance and Administration Division, other GNWT employees, service providers, and external collaborators and funding agencies. The position plays an essential coordination and administration role, ensuring that NTGS operations and financial matters are consistently and knowledgeably delivered within a public government framework.

RESPONSIBILITIES

1. Project and Program Operations

- Provision of operational guidance that allows NTGS staff members to appropriately plan and execute a range of project and program activities.
- Duties that support all stages of project and program planning and delivery, with a focus on financial oversight, procurement, and the application of appropriate fiscal policies and procedures.
- Leadership and assistance with a wide variety of operational tasks such as arranging travel, communicating with other GNWT employees and external collaborators, supporting logistics arrangements for remote field projects, and directing queries from the public.
- Contribute to NTGS and GNWT safety systems by tracking staff training and informing staff when training is required.
- Provide advice on changes that enhance the efficiency and effectiveness of NTGS operations.
- As programs and projects mature, anticipate and act on operational needs before they occur.

2. Finance

- Maintain familiarity with the fiscal requirements of all NTGS projects and programs.
- Arrange and monitor procurements (mainly contracts and contribution agreements) throughout their lifetime.
- Review payment requests for accuracy and choose best options for value when procuring goods and services.
- Lead the preparation of monthly variance reports and advise managers of current and forecast fiscal situations.
- Analyze draft annual budgets (main estimates) and identify whether they are adequate to meet operational demands.
- Provide financial information and direction to potential and established vendors who provide services to the NTGS.
- Monitor and track budgets and expenditures on an ongoing basis using a combination of GNWT and other software tools (e.g., Microsoft Excel).
- Track financial indicators (e.g., staff overtime costs, third-party funding contributions) that contribute to annual reporting and informed decision making by NTGS managers and ITI senior managers.

- Provide staff with financial knowledge and informal training that helps them to manage their project budgets and related fiscal needs.
- Conduct or assist staff with monthly reconciliation of Visa statements.
- Provide financial data that assists in determining future resource requirements and appropriate fiscal strategies.

3. Other Duties

- Maintain fiscal and operational awareness of NTGS work activities and report irregularities and anticipated challenges to the Director.
- Provide general advice and direction on GNWT policies, procedures, and fiscal/human resource management software.
- Work collaboratively with staff of ITI's Finance and Administration Division on a variety of tasks.
- Monitor operational and financial accountability on an ongoing basis.
- Maintain records of NTGS assets and oversee management of assets according to GNWT policies and procedures and NTGS best practices.
- Contribute to the ongoing organization and responsible use of GNWT and NTGS information management systems.
- Duties that contribute to efficient day-to-day operations of the NTGS, including predicting and acting on staff and workspace needs before they occur.
- Provide administrative support as required.
- Act as point-of-contact for a wide range of office services and needs (shipping, mail, photocopier, building maintenance, snow removal from parking lot, moving services, etc.).

WORKING CONDITIONS

Physical Demands

No unusual demands. There is infrequent work in two warehouse locations.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

There may be stress from multiple and overlapping work demands and requirements to meet tight deadlines. Incumbent often deals with last-minute requests for information and rapidly changing priorities and workloads. The provision of staff and client services may create stressful situations on occasion.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting, budgeting, variance reporting, and procurement methods, techniques, and practices to maintain budgets, monitor contracts and contribution agreements, and ensure that goods and services are provided in a cost-effective and timely manner.
- Proven knowledge of office and administrative procedures and practices to establish, manage, and adapt the administrative functions of the NTGS.
- Knowledge of NTGS and GNWT structures, roles, and responsibilities in order to direct requests for services, coordinate the flow of correspondence and records, and obtain professional advice on administrative policies.
- Knowledge of established information management methods, techniques, and practices that are used to manage a variety of documents, coordinate their production, and maintain them using file management and storage systems.
- Knowledge of and ability to use Microsoft Office programs, Internet-based software applications, and email applications.
- Interpretive and analytical skills to evaluate requirements for specific services, provide advice on administrative processes and requirements, and organize information for reports.
- Interpersonal skills and ability to effectively communicate both orally and in writing.
- Organization skills and ability to provide a high-level of service to others.
- Ability to work efficiently and effectively in a fast-paced environment characterized by multiple projects running concurrently.
- Ability to work in an office environment dominated by research- and information management-based activities and needs.
- Ability to manage tasks and assume responsibilities without direct supervision.
- Ability to exercise initiative and judgment within the context of a public government organization.

Typically, the above qualifications would be attained by:

A university degree or college diploma in finance, accounting, and office management/administration, plus five (5) years of directly-relevant experience. Familiarity with work environments that focus on field operations, research and/or information management is considered an asset.

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:

Required

Preferred