



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Finance and Administrative Coordinator	
Position Number	Community	Division/Region
63-589	Inuvik	Finance and Administration/Beaufort Delta

PURPOSE OF THE POSITION

The Finance and Administrative Coordinator is responsible for the financial support and administrative functions for the Inuvik office for the Department of Industry, Tourism and Investment (ITI).

This position provides financial and administrative support by performing document review and processing, financial reporting, contributing to departmental compliance with respect to the administrative and financial procedures and processes, and ensuring expenditures are processed in compliance with the Financial Administration Manual (FAM).

SCOPE

The Finance and Administrative Coordinator reports to the Manager, Financial Operations based in Headquarters in Yellowknife. The incumbent supports the delivery of programs by providing and maintaining cash control systems and performing financial and administrative functions in compliance with all relevant financial and administrative acts and regulations, FAM and all departmental policies and procedures.

The Inuvik office functions as a satellite office in the delivery and support of the Regional Office programs and services. The Regional Superintendent provides day to day direction.

RESPONSIBILITIES

- 1. Act as the Regional Departmental Representative in communication with the Regional GNWT Financial and Employee Shared Services (FESS).**



- Monitors compliance to the Service Partnership Agreement for ITI for the Inuvik office and the GNWT Financial and Employee Shared Services (FESS) and follows up on any issues or concerns.
 - Makes inquiries to FESS on any outstanding invoices and vendor payments.
 - Coordinates information requests to FESS.
- 2. Provides financial support to the Region, ensuring all functions are achieved within set deadlines and in adherence to established policies and guidelines.**
- Ensuing effective flow of all documents between various internal and external agencies as required.
 - Providing System for Accountability and Management (SAM) and other routine financial reporting as required.
 - Training and supporting staff on the use of SAM.
 - Ensures completion of monthly sub ledger and general ledger reconciliations.
 - Reviews various SAM management reports on a monthly basis and advises program managers in the region of any information gaps or inaccuracies and recommends corrective action.
- 3. Audits supplier/contract payments, holdback, advance payments, travel authorizations and expense claims in accordance with FAM to ensure payments are made in accurate and timely manner.**
- Determines all payments processed are in accordance with *Financial Administration Act*.
 - Analyzes requests for contract payments, interim certificates of completion and final certificates of completion for completeness, accuracy and compliance with the terms and specific contracts.
 - Requests verbally and in writing additional information and/or documentation from departmental personnel, other government departments or agencies and suppliers/contractors to facilitate the performance of a detailed audit.
 - Verifies conditions of payments, spending authority, and quality of supporting data provided.
 - Determines priorities for processing payments in a timely and accurate manner to prevent claims for interest or overdue payments.
 - Preparing journal entry requests to correct items that may have been miscoded.
 - Verifies travel claims for completeness and accuracy.
 - Maintains open order files for contracts, requisitions for purchases or agreements at the appropriate budgetary level (activity, project, and/or contract).



- 4. Monitors receivables to ensure proper follow-up on outstanding funds owing to the Department.**
 - Reviews accounts receivable aged analysis report.
 - Prepares request for invoices to assist in collection of all revenue owing to the Department.
 - Contacts customers by phone, fax or letter for any receivables that are less than 90 days.
 - Recommends further action to supervisor (such as placing a hold on customers account).
 - Maintains files on outstanding receivables until the file is settled or passed on the Credit and Collections with the Department of Finance.

- 5. Controls and reconciles all incoming revenue in order to ensure that revenues are secured and accounted for.**
 - Receives public monies from debtors, suppliers, and contractors.
 - Provides receipts for public monies.
 - Assists with reconciliations of revenue received including park revenue to park permits issued by park.
 - Deposits money received in accordance with FAM and internal policies.

- 6. Assists the regional office with the tracking of controllable assets and inventory.**
 - Enters information into tracking sheet on a regular basis.
 - Distributes and tracks inventory tags and ensure information is up-to-date on the regional inventory tracking sheet.
 - Provides the tracking sheet to regional staff for verification and reporting purposes.

- 7. Administers Corporate Credit Cards for the Region**
 - Maintains an accurate listing of all regional travel card holders.
 - Coordinates regional applications with the Senior Corporate Services Officer in Headquarters
 - Administers and maintains the travel cards and ensures cardholders are aware of GNWT and Departmental policies regarding use.
 - Maintains an accurate listing of all regional purchasing card holders.
 - Verifies purchasing card transactions in SAM and ensures cardholder confirms purchases and provide receipts via visa log.
 - Reviews all transactions for correct coding and 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, to the Manager, Financial Services.

- 8. Provides administrative support services to Regional Inuvik office**
 - Provides front desk reception services for clients and the public where required.



- Answers the main switchboard and transfers calls where required.
- Receives and distributes all incoming mail.
- Purchases and maintains an appropriate supply of stationary.
- Assists Business Development Officer in preparation of documents.
- Maintains a petty cash fund for the region if required.
- Maintaining computer hardware and mobile devices inventory for the Region.
- Acts as the coordinator of the Administrative Records Classification System (ARCS) for Finance and Administration records.
- Assists in the coordination and maintenance of the Operational Records Classification System (ORCS).
- Assists in the administration of records through the Action Request Tracking System (ARTS) as required.
- Is the building liaison between the regional office and the landlord for any building related issues that require the landlord's attention and action.
- Ensures that safety equipment such as Automated External Defibrillator (AED) and first aid kits are maintained on a regular basis.
- Participates in office safety inspections.
- Supporting the administration of telecommunications related matters.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret directives, standards and legislation and provide sound advice on their meaning or intent.
- Ability to analyze and interpret financial information and take any corrective action.
- Ability to communicate verbally and in writing to the public, industry, stakeholders and others on a wide range of financial matters.



- Good management skills, the ability to work without direct supervision.
- Good human relations and motivational skills to deal with day-to-day staff issues as well as the interests of stakeholders within and outside of the department.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet, Email, spreadsheets and accounting software.
- Knowledge of Acts, regulations, policies and procedures pertinent to duties and responsibilities listed.
- Skill in communicating both orally and in writing, preparing reports and analyzing problems.
- Attention to detail and high level of accuracy to ensure financial operations are recorded accurately.
- Very effective organizational skills to be able to keep accurate records and provide detailed information when requested.
- Time management and multi-tasking skills to be able to manage the volume and variety of work.
- 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:

The completion of grade 12 with some courses in accounting, combined with two years of related administrative and finance/accounting experience.

Equivalent combinations of education and experience will be considered.

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