



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Financial Operations	
Position Number	Community	Division/Region
63-6188	Yellowknife	Finance and Administration/HQ

PURPOSE OF THE POSITION

The Manager, Financial Operations is responsible for leadership and oversight of a full range of comptrollership functions in the Department of Industry, Tourism and Investment (Department) including financial management and accounting operations expertise, advice and program support services, the development of financial policy and business processes; is responsible for developing and ensuring effective systems, processes and internal controls exist to manage and report on the integrity of financial activities and results of operations in the Government of the Northwest Territories (GNWT) Public Accounts, and is responsible to ensure compliance with legislation, policies, generally accepted accounting principles (GAAP) and Public Sector Accounting Standards (PSAS).

SCOPE

The Manager, Financial Operations is located in Yellowknife reports to the Director, Finance and Administration and assumes responsibility and accountability for the preparation and coordination of all year-end financial activities for ITI representing Operations & Maintenance and Capital budget investments in excess of \$64 million.

The Senior Management Committee regularly rely on the incumbent's breadth of financial expertise to provide expert strategic and comprehensive research and analysis and information, business advisory and best practice services, and financial system solutions to the Director, Finance and Administration and to departmental management and program teams, to oversee a wide range of financial support services in headquarters, five regional offices, and to ensure that activities are efficient, effective and compliant with GNWT financial regulations and policies and with the Department's financial policies, business processes and accounting systems.



The Manager, Financial Operations reviews existing comptrollership practices within the Department and develops implements and maintains the Department's financial and business policies, procedures and processes, and coordinates and oversees the integrity of the departmental financial operations including the integrity of revenue streams and expenditure transactions. The Manager, Financial Operations conducts internal audits to review existing financial practices, to ensure on-going compliance with financial policies and procedures and to ensure that all financial records adhere to government regulation, policies and procedures, GAAP and PSAS. These services also include the development and delivery of customized training and departmental financial and business process tools and manuals, tailored to the Department's needs including the unique and complex operating environments of ITI.

This position has supervisory responsibilities for six direct reports, five Regional Senior Corporate Services Officer and one Senior Corporate Services Officer positions, and one non-direct report staff, the Area Corporate Services Clerk position.

The position has a significant impact on the accuracy, security, and efficiency of operations. Poorly developed, difficult to use, inefficient, inaccurate or inadequate business processes or internal controls or financial system solutions could result in untoward situations, financial risk to government and public money, and significant losses. The Manager, Financial Operations is also required to regularly conduct on-site regional visits to review existing financial practices and ensuring on-going compliance with financial policies and procedures.

The position works closely with the GNWT Procurement Shared Services and Financial and Employee Shared Services, taxation and collections divisions in the Department of Finance, the Office of the Comptroller General, the Office of the Auditor General, external auditors, and others, to represent the interests of the division and department. The incumbent must also work closely with financial managers throughout the GNWT, as well as senior financial administrators with the Government of Canada and various Indigenous governments and organizations concerning financial agreements and arrangements.

The Manager, Financial Operations exercises full spending, and commitment authority, and regularly assumes standing acting responsibilities for the Director, Finance and Administration and Manager, Financial Planning.

RESPONSIBILITIES

- 1. Provide expert financial leadership, advice and comprehensive information and recommendations to the Director, Finance and Administration to facilitate effective and efficient financial operations and sound financial policy development and decision-making**



- Analyze and interpret financial legislation, regulations, policies and directives issued by central agencies of the government and provide expert advice on their impact on current and proposed programs and existing financial management practices for the department.
- Evaluate and recommend alternative approaches to achieving objectives which are consistent with the spirit and intent of the Financial Administration Act (FAA) and regulations, Financial Administration Manual (FAM) and other policies and directives of the government, including interpreting legislation and regulations, investigating and researching and recommending financial management best practices and practical applications.
- Oversee technical framework input and expert policy advice, including PSAS and GNWT financial policies, and provide advice regarding the development and implementation of new financial accounting policy and procedures government-wide or within the department.
- Review existing systems and procedures and identify inadequacies for future improvements and modifications, oversee the provision of technical financial and accounting advice to system analysts in developing and maintaining databases unique to the department, and oversee information system enhancements to ensure that they adhere to financial policies, procedures and internal controls.
- Provide expert advice in the development and maintenance of the department's risk management framework.

2. Develop, implement and monitor departmental policies, systems and procedures and internal control systems to ensure that government assets are correctly stated and safeguarded, and that the systems are in compliance with government regulations.

- Develop, implement, and evaluate internal control systems and financial procedures for the department, to ensure accountability and compliance with FAA and FAM, and the protection of government monies and assets.
- Monitor financial activities and conduct compliance reviews.
- Conduct internal control reviews to assess existing systems and procedures and identify inadequacies and areas for modifications or improvements in systems, procedures and internal controls and develop or enhance financial and business processes accordingly.

3. Provide expert operational financial and business process leadership and advice to management and departmental staff, and ensure effective and efficient financial management and day-to-day financial operations

- Provide expert and comprehensive advice and information to the Director, Finance and Administration, management teams and staff to facilitate effective and efficient financial operations.



- Ensure that sound interpretation, business analysis, advice and direction is being provided in day-to-day operations in compliance with the FAA, FAM and the department's financial and administrative business processes.
- Develop and maintain an effective Chart of Accounts that ensures reporting on financial transactions that meet statutory, organizational, management and PSAS requirements
- Manage the department's contract, expenditure and revenue authorities, ensure compliance with approved delegations, and manage security roles and access to government-wide systems for all employees in the department.
- Develop and implement procedures and internal controls for the appropriate accounting and reporting of departmental tangible capital asset in-service adjustments, and tracking of controllable assets and custodians.
- Oversee the financial controls and manage the completeness and accuracy of billing of land lease rents, and receipt and deposit of regulatory revenues, and the collection of receivables, in accordance with regulations, policy directives and procedures.
- Oversee the financial controls and manage the acceptance or refund of royalty deposits and securities held in trust, in accordance with regulations, policy directives and procedures.
- Oversee the day-to-day financial activities and management of capital and operations and maintenance expenditures, payables, the corporate credit card program, duty travel authorization and expense claims, and taxable payments in compliance with government legislation, policy directives and contract terms and conditions.
- Monitor the procurement of goods and services to the department, through competitive tenders, contracts, standing offer agreements, or sole source contract awards, and procurement below \$10,000, and ensure compliance with procurement policies and departmental business processes.
- Manage the administrative and accounting for all projects performed on behalf of third parties (Fund 03) and third party transfer payments including financial reporting to support requirements under the agreement, and timely collection of revenues and year-end reconciliation.
- Oversee contribution funding agreements to ensure agreements are in compliance with the FAA and FAM as well as regulations, policies and directives, oversee that terms and conditions of accountable advances and reporting are met, and oversee ad-hoc compliance audits on the deliverables set out in agreements.
- Follow up on all irregularities and implement corrective action.
- Conduct research and other projects.

4. Coordinate relevant information processes with the Manager, Financial Planning responsible for financial planning and budgeting and departmental management to facilitate effective and efficient support of the department's financial operations requirements



- Coordinate crossover processes to ensure there are no information gaps or undue overlap.
- Ensure timely communication, and accurate development and deployment of the financial systems and processes to ensure that the department is able to meet all of its reporting requirements.
- Conduct, research and other special projects.
- Conduct and facilitate regular regional and division administrator meetings to direct and discuss implementation of financial administrative policy and procedures ensuring consistent application across the department.
- Develop and ensure that managers in headquarters and regional offices are receiving reports suitable for their financial management requirements.
- Review and recommend changes to management reports to ensure that information provided by the system is relevant and useful for efficient and effective delivery of the program.

5. Coordinate the timely delivery of the department's Public Accounts and related reporting requirements for the Comptroller General's Office, Office of the Auditor General, Government of Canada and Statistics Canada

- Coordinate the year-end closing of required department's accounts to ensure the treatment of adjustments and accruals are in compliance with GAAP, PSAS and GNWT reporting requirements.
- Oversee the preparation of specific department wide interim and year end public account schedules and working papers, to ensure Public Accounts requirements are satisfied.
- Lead the coordination and preparation of the department's Public Accounts schedules in required areas and lead the preparation of related working papers, spreadsheets and analyses of financial information to support adjustments and information reported in the Public Accounts.
- Oversee the coordination of external audit reviews, including the Internal Audit Bureau and coordination of special audits as required.
- Prepare specialized financial reports for external audit and other management purposes.

6. Manage departmental obligations under Service Partnership Agreements with Financial and Employee Shared Services, Procurement Shared Services, Technology Services Centre, and Information Systems Shared Services

- Manage the liaison and working relationships with Procurement Shared Services, Department of Infrastructure as required to advance procurement needs of the department.



- Guide departmental staff to subject matter experts on contract regulations, policies and directives and to advise on how they affect current and proposed programs and management practices.
- Manage the liaison and working relationships with the Financial and Employee Shared Services, Department of Finance as required to advance the revenue collection, revenue billings, receivables, vendor payment and accounts payable, and ad-hoc reporting requirements of the department, serve as the departmental contact for the flow of information and issues follow-up, and participate on working groups to develop and implement business process improvements.

7. Develop and deliver departmental training on financial operational requirements to ensure consistency and accuracy in departmental financial transactions

- Supporting activities of the above responsibility develop and deliver in-house financial operations training workshops.
- Oversee departmental employee completion of mandatory training requirements on the System for Accountability and Management (SAM) as pertinent to their position.
- Monitor employee-specific training, based on assessed needs.
- Maintain the department's financial and administrative business process manual in current state.
- Liaise with Department of Finance to develop and implement SAM reporting and business process solutions for the department, or provide input into government-wide enhancements, as directed by the Director, Finance and Administration.

8. Manage and provide leadership for the human and financial resources of the Financial Operations unit, and provide support and reporting to the Director, Finance and Administration as required

- Provide leadership to the Financial Operations unit, and coach and mentor the employees.
- Manage the resources of the unit to meet the goals and objectives of the division and department.
- Manage compliance of the unit with Occupational Health and Safety legislation and regulations.
- Manage internal audit of contribution funding.
- Hire staff, set objectives, manage performance, and develop job descriptions.
- Represent the Director, Finance and Administration on interdepartmental committees as requested.
- Develop briefing notes and other management reports as required.
- Act in the absence of the Manager Financial Planning and in the absence of the Director, Finance and Administration as and when required and be fully informed and current and knowledgeable in the other areas of responsibilities of the division.



WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

The incumbent may spend long periods of intense concentration reviewing data and information. The incumbent is expected to spend long periods using a computer which can cause eye strain.

Mental Demands

The incumbent is subject to frequent periods of tight and non-discretionary deadlines and competing demands and complex and diverse issues and problems, accompanied by considerable interruptions, requiring the emotional intelligence and ability to work and lead and manage in this environment.

Mental fatigue is common as a result of a heavy workload, frequent need for analytical work, and tight deadlines. Imposed, unexpected and competing demands can frequently cause high levels of stress and mental fatigue. Overtime may be required to meet deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert, current knowledge of Generally Accepted Accounting Principles in both general and public sector accounting
- Expert knowledge of Public Sector Accounting Standards
- Advanced knowledge of a range of computer applications and mainframe financial systems and advanced knowledge of common office software applications
- Knowledge of contract law, public contracting and contract administration concepts and procedures
- Expert knowledge of the preparation of audit ready year-end working paper files and financial reports and ability to conduct analysis supporting financial accounts and administration of third party agreements
- Proven ability to identify key issues from complex documents, including legislation and regulations, and communicate, interpret and train on these in plain language
- Proven ability to prepare and analyze complex financial information required to formulate strategic management recommendations



- Proven ability to build long-term relationships and rapport with, as well as influence and persuade internal and external stakeholders
- Experience and ability to manage and resolve conflict between program objectives and financial management objectives
- Excellent analytical, problem solving skills and project management skills
- Excellent communication skills including verbal, written and presentation skills
- Proven management and strategic planning skills
- Strong supervisory and conflict resolution skills
- A high degree of adaptability and initiative
- Proven ability to effectively manage time constraints, deadlines and multiple competing priorities
- Ability to develop and deliver training material, coach and build capacity in others as well as developing relationships within the department and government to facilitate achieving goals and to increase the effectiveness of the organization
- Political sensitivity, self-confidence, tact and diplomacy are critical
- Knowledge of the people, culture, government and land administration processes in the NWT is an asset

Typically, the above qualifications would be attained by:

A degree in Business Administration or related field with a major in Accounting or Finance and Chartered Professional Accountant designation, as well as a minimum of five years of progressively more senior financial management experience and three of these years being in a supervisory capacity.

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