



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Senior Corporate Services Officer	
Position Number	Community	Division/Region
63-6189	Yellowknife	Finance and Administration

PURPOSE OF THE POSITION

The Senior Corporate Services Officer is responsible and accountable for providing comprehensive financial and operational support and advice for Headquarters finance and operational staff in the Department of Industry, Tourism and Investment (ITI) following standards established by the Public Sector Accounting Board (PSAB).

This position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies and procedures that includes the *Financial Administration Act*, Financial Administration Manual, Contract Regulations, *Public Service Act*, Public Service Regulations, the Human Resource Manual and various GNWT policies

SCOPE

Reporting to the Manager, Financial Operations, the Senior Corporate Services Officer is part of a team of financial and administrative specialists that provide accounting, budgetary and program support to ITI.

The incumbent is expected to assist in the development and implementation of policies and procedures to effectively and efficiently support the financial and administrative services of the department. They play a coordinating role for headquarters with the Yellowknife Financial and Employee Shared Services (FESS) and the Procurement Shared Services (PSS).

RESPONSIBILITIES

- 1. Oversees the implementation, maintenance, operation and improvement of the general accounting systems for Headquarters.**



- Reviews current procedures and makes recommendations for improvement to the Manager, Financial Operations.
 - Supports the Manager, Financial Operations in developing internal accounting procedures required to enhance departmental internal control.
 - Interprets and explains financial legislation, regulations and directives to subordinate staff and project officers.
 - Provides guidance to program officers and finance staff regarding financial procedures, documentation and the Government's System for Accountability and Management (SAM).
 - Provides advice and assistance to program staff on options for achieving objectives within the existing controls for financial administration.
 - Reviews, evaluates and approves requests for accountable advances and advances against contribution agreements.
 - Follows up with program staff to ensure that accountable advances are cleared.
 - Directs and coordinates the preparation of comprehensive and timely reconciliations of accounts and financial reports for use by the Manager, Financial Operations and other Finance & Administration staff.
 - Prepares information for journal vouchers for the FESS for corrective action to expenditures/revenue ensuring technical accuracy and compliance to accepted standards.
 - Provides advice and information to all staff on duty travel guidelines and subsequent changes.
 - Responds and provides direction for inquiries relating to travel and payments.
 - Oversees the filing system for any accounting documents and correspondence.
 - Maintains an electronic file for all ITI contracts and purchase orders for audit purposes.
- 2. Manages the process and maintains records for Signing Authority designations.**
- Prepares signing authorities spreadsheet for approval by the Director, Finance and Administration and Deputy Minister, ITI.
 - Prepares, reviews, monitors and maintains specimen signature records.
 - Ensures records are maintained indicating when individuals are holding temporary "Acting" positions and accompanying signing authority responsibilities.
 - Assists regional staff with regional records.
- 3. Oversees the financial administration of Grants and Contribution programs for Headquarters ITI.**
- Maintains original signed agreements on file.
 - Ensures that contribution agreements comply with the relevant policies and guidelines set out by the GNWT.
 - Ensures that payments are made based on the terms of the agreements.



- Monitors and ensures that reporting requirements required as per the agreement, including audited financial statements, are received from clients when due and are in compliance with the agreements.

4. Oversees the receipt of funds and bank deposits in headquarters.

- Ensure that revenues are received for goods and services provided in accordance with terms of agreements and contracts.
- Follows up on AIR up to 90 days.
- Liaises with Credit and Collections on these accounts.
- Liaises with clients and Department of Finance when questions arise regarding outstanding receivables.
- Audits receipts, electronically transmitted and regular bank deposits of cash, cheques and GNWT Corporate Credit Cards payments received in accordance with the FAM to maintain security and integrity of the process.
- Reconciles bank statements with SAM.
- Ensures correcting entries are completed.
- Coordinates the compilation and submission of the department bank account reconciliations to Department of Finance.

5. Administers Corporate Credit Cards for the Department

- Maintains an accurate listing of all travel card holders
- Submits all applications for the Department to the card provider.
- Administers and maintains the travel cards and ensures Headquarters cardholders are aware of GNWT and Departmental policies regarding use.
- Maintains an accurate listing of all Department purchasing card holders
- Submits all Departmental applications for purchasing cards to the provider.
- Verifies purchasing card transactions posted to SAM and distributes activity reports to headquarters cardholders on a monthly basis to confirm purchases and provide receipts.
- 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, the Directory, Finance and Administration.

6. Manages Departmental Controllable Asset listing

- Manages the controllable asset inventory - ensure listing is reconciled to assets annually, following up with regional offices for review and action.
- Coordinates Department central vehicle activities, ensuring asset addition forms are sent to Risk Management, coordinating with Risk Management the issuing of the annual insurance pink slips for the Department.



7. Other

- Prepares required year-end schedules for public accounts.
- Provides support to the Manager, Financial Operations in compiling audit documents required by Office of the Auditor General.
- Picks up and delivers documents to FESS and PSS as required.
- Prepares a monthly Departmental Travel Report for the Deputy Minister, reconciled to SAM
- Provides training and support to headquarters and regional staff, as required.
- Maintains a petty cash fund for Headquarters.
- Provides statistical information for Human Resources when requires, such as information on employee training.

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

- Working knowledge of accounting standards as provided by the Public Sector Accounting Board
- Knowledge of accounting concepts.
- Knowledge of relevant GNWT Statutes, regulations, policies and procedures.
- Excellent communication and interpersonal skills.
- Proficient in the use of microcomputer and software applications such as MS Word, Excel and in computerized accounting systems.
- Attention to detail and high level of accuracy.
- Ability to analyze and interpret financial information.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize time effectively and meet deadlines.
- Ability to work with people in an effective, tactful manner.



- Ability to effectively supervise and motivate staff.
- Ability to train both financial and non-financial employees.
- 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:

These skills are normally acquired through current enrollment of the Chartered Professional Accountant core module as well as 4 years directly related 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