



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Divisional Coordinator	
Position Number	Community	Division/Region
63-6190	Yellowknife	Finance and Administration

PURPOSE OF THE POSITION

The Divisional Coordinator (Coordinator) is responsible for providing financial, confidential administrative and secretarial support to the Director of Finance and Administration at the Department of Industry, Tourism and Investment (ITI) to ensure the effective financial and administrative operation of the Finance and Administration Division (Division) in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies and governmental and departmental procedures.

SCOPE

Located in Yellowknife and reporting to the Director, Finance and Administration (Director), the Divisional Coordinator provides financial, confidential administrative and secretarial support such as managing and preparing correspondence, records management, and receptionist duties for the Division as well as coordinating department-wide telecommunications and managing mail and courier services for all headquarters' divisions.

The Finance and Administration Division is responsible for providing a service to the entire department, and as such the Coordinator would be in direct contact with and providing services to staff in the division and wider department.

The Coordinator is the first point of contact with other divisions, agencies and the public for the Finance and Administration Division and performs various financial duties supporting the day-to-day operations for the Division which provides central coordination of financial and operational process for the Department. These duties are integral to the smooth function of the Division and the operations of the entire ITI. The Coordinator ensures that standards of accountability and financial administration are upheld and is responsible for executing activities related to day-to-day operations of ITI, including verifying documents are accurate,



and controlling the flow of information. The position functions in an environment where a high volume of work is produced, and very sensitive issues are addressed.

This position is required 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 administrative support to the Director and the Division 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.
- Prepares briefing materials and binders required for the Business Plan, Capital Estimates and Main Estimates for use by the Minister, Deputy Minister, Director of Finance and Administration and other staff, ensuring binders are complete, are in the correct format and are completed in a timely manner 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.
- 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.
- Provides occasional administrative support to other divisions including assisting with couriers, supplies and formatting and proofing correspondence.
- Prepares and maintains a Bring Forward system and DIIMS e-approve for correspondence, reports and other documents for the division.
- 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.
- Coordinates with Records Management on the disposition and retrieval of records.
- Maintains divisional files on records sent to records storage.



- Provides assistance and information on how to prepare records for records storage.
 - Liaises with the Records Management Coordinator for changes to procedures.
 - Maintains an information retrieval system for the Division.
 - Works with the Records Management Coordinator to monitor the division's network drives ensuring the electronic filing guidelines are followed.
- 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).
 - Prepare and maintain hardcopy and electronic format of the Specimen Signature Records (SSRs) and load in SAM.
 - Prepare reconciliation of SSR and SAM reports and investigate any discrepancies.
 - Prepare review of Financial Authorities Authorization Spreadsheet.
 - Manage and coordinate the Division's general email.
 - Maintain Division's SharePoint site.
- 3. Support day-to-day operations of the 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.
 - Verify contribution agreements and payment request 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 requisitions and purchase orders in SAM ensuring accurate coding.
 - Prepare and submit vendor/customer set up requests.
 - Review documents to ensure adequate documentation in support of transactions and reports.
 - Collect and maintain record of all payments received and prepare deposits.
 - Support the administration of Corporate Purchase Credit Card (VISA) accounts.
 - Determine priorities for processing transactions in a timely and accurate manner.
- 4. Act as telecommunications coordinator for the department.**
- Complete the Telecommunications Service Orders and directs to NorthwesTel.
 - Update the online phone listing as well as internal phone lists.
 - Update and distribute government directories in Headquarters.



- Distribute Headquarters and North Slave Region phone bills for the department.
- Assist employees with cell phone, smartphone and tablet purchases, inquiries and problems.
- Act as account authority for Bell Mobility including ensuring appropriate authorization is in place for new devices and coordinating service calls.

5. Manage all building maintenance and support requests for the building to ensure safety and security of Department staff in the Scotia Centre.

- 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.
- Informs building landlord of any maintenance requirements in the building.
- Ensure prompt responses to staff inquires on maintenance and security related building issues.
- Is a floor warden for emergency evacuations.

6. Provide human resource support to the Division.

- Assist in the preparation for new staff, including communicating with the Technology Service Centre (TSC) for appropriate hardware/software and network access.
- Assist in preparation of Visa application request.
- Assist in the orientation of new staff to the division.
- Assist in the onboarding/offboarding process by communicating the Human Resource document link to be completed by respective supervisor.

7. 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 and Administration 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 and ability to interpret the *Financial Administration Act*, the Financial Administration Manual and other relevant acts, GNWT Statutes, regulations, policies and procedures pertinent to duties and responsibilities listed.
- Knowledge of executive administrative, secretarial and office procedures.
- 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.
- 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.
- 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.
- Knowledge of records management policies and procedures including records disposition, standards and classification systems.
- 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 combined with one year 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