



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Regional Senior Corporate Services Officer	
Position Number	Community	Division/Region
63-6197	Yellowknife	Finance and Administration

PURPOSE OF THE POSITION

The Regional Senior Corporate Services Officer is responsible for the financial management and administrative functions in the region for 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

The Regional Senior Corporate Services Officer reports to the Manager, Financial Operations based in headquarters in Yellowknife. The incumbent supports the delivery of programs by providing corporate, operational and financial advice to the Regional Superintendent and program managers. The Regional Superintendent provides day to day direction.

RESPONSIBILITIES

1. Provides effective financial management and advice.

- Provides financial analysis in the preparation of funding requests from the region through the Business Planning or Supplementary Appropriation process.
- Participates in the preparation, co-ordination and analysis of all Operations and Maintenance and Capital budgetary submissions to ensure regional requirements are forecast and monitored accurately.
- Provides historical analysis and forecasting for program staff in preparation of budgets and work plans.



- Carries out budget control to ensure regional program activities are not over expended by monitoring expenditures and commitments.
- Reconciles monthly expenditure and encumbrance reports to ensure transactions are posted and legitimate.
- Prepares financial reports and analysis for program staff for the preparation of variance reports and forecasting.
- Investigates and follows up on outstanding variance issues and ensures corrections are made as required.
- Is responsible for the Finance & Administration budget in the region.
- Provides financial advice in the development and writing of financial documents such as contribution agreements, business loans, and service contracts.
- Sets up activities in project costing in System for Accountability and Management (SAM) when required.
- Conduct regular reconciliations on general ledger accounts.
- Exercises expenditure authority for the division pursuant to Subsections 44(1)(a) and 49(2)(a) of the *Financial Administration Act*.
- Carries out any required month-end responsibilities including reconciliation of the Revenue Transfer Account.
- Carries out any required year-end responsibilities, reporting to Finance and Administration in Headquarters.
- Reconciles amounts due to the GNWT from funding agreements, such as Projects on Behalf of Others.
- Assists with the training of regional program staff on the GNWT's financial system

2. Ensures efficient and consistent application of policies and procedures.

- Responsible for the overall administration of GNWT procurement policies, including the Business Incentive Policy and ensuring compliance with GNWT directives.
- Interprets the Financial Administration Manual's policies and regulations for all staff members to ensure that proper procedures are adhered to.
- Monitors and reports to the Superintendent regarding instances where improvement in compliance with procedures by regional staff is required.
- Advises all regional and district staff on proper procedures and policies to ensure that administrative duties will be expedited in an efficient and effective manner.
- Provides advice to program staff on procurement policy with assistance from the Contracts Manager.
- Monitors compliance with the Business Incentive Policy.
- Coordinates management of records: preparing for Record Storage, assisting in the disposition and retrieval of records, advising regional and district staff on issues relating to setting up record filing systems for correspondence, inventory control and statistics gathering.
- Provides security for all accountable forms, licenses, permits and cash received.



- Advises staff on proper procedures to follow and precautions to be taken regarding security.
- Investigates and reports on security problems.
- Ensures that sensitive and private documents or computer data are kept secure and be made available to any authorized staff at all times.

3. Performs administrative duties.

- 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 Contribution Officer in preparation of documents.
- Maintains a petty cash fund for the region if required.

4. Acts as the Regional Departmental representative in communication with the Regional Financial and Employee Shared Service (FESS).

- Monitors compliance to the Service Partnership Agreement between ITI in the region and the GNWT FESS and follows up on any issues or concerns.
- Makes inquiries to the FESS on any outstanding entries.
- Coordinates information requests to the FESS.

5. Controls and reconciles all incoming revenue in order to ensure that revenues are secure and accounted for

- Receives public monies from debtors, suppliers, contractors, etc.
- Provides receipts for public monies.
- Conducts daily reconciliations of cash receipts to verify cash payments.
- Records customer payments into the GNWT financial system, prepares the appropriate accounting entries, and prints the deposits.
- Prepares the Bank Reconciliation.

6. Administers Corporate Credit Cards for the Region

- Maintains an accurate listing of all regional travel card holders.
- Coordinates regional applications with the Accounting 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.
- Coordinates regional applications with the Accounting Officer in Headquarters.
- Verifies purchasing card transactions SAM and distributes activity reports to 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.

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

- Excellent analytical skills.
- Good working knowledge and understanding of standards provided by PSAB.
- 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 and act as a team leader in the delivery of financial services.
- 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.
- Letter and report writing skills with a high proficiency in the use of English.
- Ability to work under pressure to meet demands and expectations.
- Ability to manage stress.



- 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 a diploma in finance or business and 5 years related progressive experience in finance and accounting.

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