



IDENTIFICATION

Department		Position Title	
Education, Culture and Employment		Manager, Financial Operations	
Position Number	Community	Division/Region	
71-10466	Yellowknife	Finance and Capital Planning	

PURPOSE OF THE POSITION

Reporting to the Director, Finance and Capital Planning, this position is responsible for managing the Department of Education Culture and Employment (ECE)'s financial operations, financial administration and comptrollership requirements and for providing internal audit and advisory functions, and management of government-wide and department's specific financial and administrative systems. This position is responsible for the preparation of revenue projections and associated aspects of Main Estimates and Variance Reports.

SCOPE

The Department of Education, Culture and Employment is the largest employing department and is responsible for about one quarter of the GNWT's total budget. The department is organized into three program branches: Education and Culture, Income Security, and Labour Development and Standards. The department has a complex administrative structure composed of a college system, 10 Education Councils/District Authorities, 5 regional officers, and a headquarters component.

Reporting to the Director Finance and Capital Planning, the incumbent supervises five staff and has functional reporting responsibility for five regional finance positions. This position also supports standing acting responsibilities for the Director of Finance and Capital Planning.

Department Dimensions (2017-18)

Staff:	1,500
Financial Systems:	SAM, CMAS, Loan Manager
O&M Budget:	\$315 million
Grants and Contributions:	\$222 million
Capital Assets Book Value:	\$305 million
Capital Plan:	\$10 million
Third Party Funding:	\$6 million
Revolving Fund:	\$45 million

RESPONSIBILITIES

1. Provide information and expert guidance to the senior management and administration staff to facilitate effective and efficient financial operations and program management:
 - Interpret and advice on financial and administrative components of government and department legislation, regulations, policies and directives and how they impact on existing and proposed programs;
 - Develop and ensure that managers in headquarter and regional offices are receiving reports suitable for their financial management requirements;
 - Train managers in the use of the System for Accountability & Management (SAM) and supporting documentation; and
 - Monitor financial activities, and recommend and or conduct internal reviews or audits to assist in developing and maintaining financial procedures in accordance with the *Financial Administration Act* (FAA) and the Financial Administration Manual (FAM).
2. Manage the department's financial policies, systems and procedures ensuring effective and efficient day-to-day financial operations and controls:
 - Review existing systems and procedures and identifying inadequacies for future improvements/modifications;
 - Develop and implement procedures and internal control systems for the appropriate accounting and reporting of tangible and controllable assets;
 - Review existing systems and procedures and identifying requirements for improvements, modifications, reviews and audits;
 - Ensure system enhancements adhere to financial policies, procedures and internal controls;
 - Develop and maintain the effective operation of department accounting systems to support effective financial reporting to meet statutory, organizational, and management objectives;
 - Ensure the effective management of specimen signature records (SSRs);
 - Ensure full compliance with approved signing authorities; and
 - Ensure that revenues and accounts payable are managed in accordance with government legislation, policy, directives, and contract conditions.

- Administer the department's administrative framework for all third party funded projects in accordance with agreements; and
 - Oversee departmental interface/dealing with the Financial and Employee Shared Services (FESS) Centre.
3. Coordinate the timely delivery of the department's public accounts and related reporting requirements for the Comptroller General's Office and the Office of the Auditor General:
- Oversee the preparation of department wide interim and year end public account preparation schedules;
 - Lead the coordination and preparation of the department's public accounts schedules in specific areas including tangible capital assets, work in progress, deferred revenues and capital contributions;
 - Ensure financial statements including balance sheet accounts are reviewed, reconciled, and journal adjustments are recorded in a timely manner;
 - Coordinate the year-end closing of the department's accounts to ensure the correct treatment of adjustments and accruals are in compliance with the generally accepted accounting principles (GAAP) and GNWT reporting requirements;
 - Coordinate the preparation of working papers, spread sheets and analyses of financial information to support adjustments and information reported in the public accounts;
 - Support required liaison with the Comptroller General's Office (Accounting Services) to ensure public accounts requirements are satisfied; and
 - Coordinate the delivery of the in- house training on public accounts matters.
4. Provide contract advise and contract administration activities of the department:
- Analyze and interpret contract regulations, policies and directives and provide advice on how they affect current and proposed programs and management practices;
 - Assist program managers in drafting contract documents, such as request for proposals;
 - Oversee timely completion of reconciliations of contracts reports; and
 - Supervise the procurement activities below \$10,000.
5. Manage the administration of contribution agreements:
- Advise and assist program managers to develop and manage contribution agreements and records;
 - Reviewing contribution agreements to ensure agreements are in compliance with FAA and FAM, as well as department regulations, policies and directives;
 - Monitor internal procedures and apply corrective measures in instances of non-compliance;

- Develop and maintain financial reporting to facilitate timely administration of agreements;
 - Conduct compliance audits on the deliverables set out in agreements; and
 - Develop staff training based on assessed needs.
6. Provide support and direction to regional administration staff:
- Conduct and facilitate regular regional administrator meetings to direct and discuss implementation of financial administrative policy and procedures ensuring consistent application across the department;
 - Provide assistance in the preparation of expenditure management and variance reporting; and
 - Direct proper treatment of financial transactions ensuring compliance with GAAP and FAM.
7. Provide leadership to the section and manage human resource activities:
- Lead, coach and mentor the division's financial services staff;
 - Represent the department on the inter-departmental corporate managers advisory group chaired by the Department of Finance;
 - Coordinate, assign and monitor the distribution of work within the section;
 - Review the work of staff and providing direction and advice;
 - Complete performance appraisals;
 - Provide guidance and where required progressive disciplinary action in a positive and constructive manner; and
 - Recruit section staff including preparing for and conducting interviews.
8. Perform other duties:
- Lead and participate in financial projects;
 - Perform or coordinate special reviews and analyses of expenditures or revenues;
 - Assist in developing financial strategies and briefing materials projects;
 - Act for the Director in his/her absence;
 - Attend meetings on behalf of Director;
 - Identify, develop and administer training; and
 - Other duties as required.

WORKING CONDITIONS

Physical Demands

A long period of computer work is required in order to meet deadlines.

Environmental Conditions

Office setting and travel to regional offices.

Sensory Demands

Must be alert and active to details (Either while in meetings or executing work at the desk)

Mental Demands

Complex and diverse issues and problems requiring quick response or action are mentally demanding. Overtime is required to meet deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of accounting theory, GAAP and financial reporting requirements, in order to accurately determine the implications and ramifications of any potential disclosure and/or accrual issues;
- Experience preparing year-end working paper files and financial reports and analysis supporting financial accounts and administration of third party agreements;
- Experience in a computerized environment including extensive use of applications for Accounting, spreadsheets, database queries and word processing;
- Knowledge of Contract Law, a public contracting environment and contract administration concepts and procedures;
- Experience supervising staff including writing job descriptions, performance reviews and application of the Collective Agreement;
- Excellent verbal and written communication skills; and
- Strong interpersonal and organizational skills.

Typically, the above qualifications would be attained by:

These skills are usually acquired through the completion of a recognized Canadian professional accounting designation and a minimum of five to seven years of related and progressively senior experience.

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