



## Government of Northwest Territories

### IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Expenditure Officer	
Position Number(s)	Community	Division/Region(s)
71-12244	Yellowknife	Income Security Programs/HQ

### PURPOSE OF THE POSITION

The Income Security Programs Expenditure Officer (Officer) provides a full range of accounting services including program expenditures, processing student travel, as well as various accounting duties as assigned, to the Divisional Finance Unit with Income Security Programs. The Officer reviews, verifies authorization and approves entry of all student payments for the Division. The Officer must comply with the *Financial Administration Act*, Financial Administration Manual, Generally Accepted Accounting Principles, *Student Financial Assistance Act*, *Social Assistance Act*, and all program policies, procedures and guidelines.

### SCOPE

Income Security Programs assist eligible NWT residents to meet their basic financial needs and assists with post-secondary educational expenses through the Student Financial Assistance (SFA) program. The department administers approximately \$40 million in assistance to NWT residents through a number of social and financial assistance based programs.

Reporting to the Manager, Divisional Financial Services, this position is responsible for the process and review of payable transactions for the Income Security Programs Division, which include SFA payments for the entire NWT. The SFA program provides funding to approximately 1,500 students per year with a program budget of \$16 million. The incumbent also supports the Senior Finance Officer, in the preparation of the Income Assistance and SFA bank account reconciliations. The Officer is the back-up Investigation Specialist when that individual is out of the office. The back-up Investigation Specialist duties includes verification and investigations of all Income Security Program recipients' personal and financial information prior to receiving benefits under a program, or during a special program audit investigation. The incumbent also provides various accounting duties as assigned by the Manager.

The Officer interprets relevant legislation, policies, procedures and guidelines and provides advice to the public, program delivery staff and management. The incumbent has regular contact with the public, other service providers, Income Security Programs staff, ECE Management Services, educational institutions, The Department of Finance, travel agents, contractors, and senior management. While providing back-up services for the Investigation Specialist, the incumbent has contact with government agencies and programs within the NWT and across Canada.

The incumbent exercises spending authority up to \$20,000.

## **RESPONSIBILITIES**

### **1. Process manual and electronic payments for SFA grants and loans, Income Security Programs' payables, travel reimbursements, and contracts and contribution agreements:**

- Assigns and records appropriate financial codes.
- Requests and updates Customer and Vendor numbers through the Digital Integrated Information Management System (DIIMS).
- Ensures paper and electronic documentation match.
- Calculates deductions for recoveries.
- Reviews documents to ensure adequate documentation in support of transactions and reports.
- Exercises an internal financial control system by ensuring all expenditures and transactions comply with government policies and regulations.
- Makes recommendations to Management with respect to financial, policy and administrative manners.
- Enters student disbursement taxable data information in CMAS.
- Maintains a bring forward (BF) system to ensure regular payments are made to students (by month or semester) depending on the procedure for the assistance type.
- Makes payments to third parties on behalf of students.
- Reconcile monthly expenditure and taxable reports for each student and take corrective action, if required.
- Reconcile Divisional credit cards on a monthly basis.
- Verifies and prepares other Income Security Program expenditures as required.

### **2. Authorize and process for payment student travel expenditures under the SFA program:**

- Receives reimbursement or travel information request and verifies and awards entitlement.
- Advises client of travel entitlement or ineligibility.
- Issues Travel Authorization Numbers and approvals.
- Records details of authorization in SFA files (electronic and paper).
- Issues an accommodation warrant to a third party if overnight stay is authorized.
- Reconciles and processes payment for credit card (Visa One) invoice.

### **3. Provide back-up verification support services to the Income Security Division and Regional Income Security Staff in accordance with departmental policies and**

**guidelines, ensuring that information is accurately verified, investigated and communicated and/or data entered confidentially, efficiently and effectively.**

**4. Performs various accounting functions for the Income Security Programs Division:**

- Provides support in the preparation of bank and other account reconciliations.
- Assistance during year-end closing.
- Prepares cheque requisitions for retroactive payments for the Senior Citizens Supplementary Benefit program.
- Issues and replaces T4As, T5s, and T5007s.
- Reconcile and reverse T4A taxable information and adjust T4As where required.
- Produces ad hoc reports as required.
- Prepares and sends out student loan statements.
- Deliver off-cycle SFA payments to the bank.

**5. Exercise payment authority on CMAS transactions and review accounting coding for all expenditures and commitment documents in SAM. Ensure due diligence and compliance with GNWT financial acts, regulations and policies.**

- Prepare a list of CMAS approved payments for ECE helpdesk for file transfer to SAM.
- Review financial documents ensuring that required documentation has been submitted with requests, that expenditure has the appropriate coding and spending authority for which the appropriation was established.
- Address student related issues by reviewing and verifying student loan payments by confirming backup and payment details. This includes following up on any missing documentation or cancellations.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

Must be able to concentrate and conduct business, while working in an open area.

Requires focused attention to undertake transaction processing, analysis, and document preparation.

**Mental Demands**

There are a high volume of inquiries regarding SFA and SFA travel administration. There is a consistent high volume of workloads throughout the year, especially to meet SFA program statutory requirements. Due to the workload, this position requires overtime commitment on a regular basis.

Incumbent may be involved in situations that require dealing with hostile, angry, or uncooperative clients.

High probability of work demand conflicts as tasks undertaken vary nature and customer served.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Government, department, and division practices as they relate to customer service, allowable data requests, privacy and access to information, allowable use of electronic tools, and financial accountability.
- Generally Accepted Accounting Principles.
- Hands on knowledge of recording, classifying, and summarizing financial data
- Working knowledge of modular accounting systems.
- Experience with Case Management Information System(s) such as (CMAS), with Loan Manager Plus system and PeopleSoft Financial (SAM).
- Knowledge and understanding of relevant government, department, and division legislation, policies and procedures.
- Knowledge and understanding of Contracting procedures.
- Familiarity with the SFA and other income support programs administered in the Division.
- Knowledge and understanding of the SFA Information System and GNWT financial systems and their capabilities.
- Knowledge and understanding of relevant Human Resources department and division legislation, policies and procedures.
- Well-developed analytical skills concerning the reconciliation of financial data and the interpretation of that data.
- Assess appropriateness of funds distribution, process student tax information, and perform a number of reconciliation's including follow up on unusual items
- Excellent organizational skills.
- Data relating to the disbursement of funds to students will be entered into the SFA database by this position. Computer skills, as well as accuracy and keeping data current are essential.
- Perform mathematical calculations to determine appropriate payment amounts.
- Frequent communication with students who need information on the status of their payment and from other sources who inquire about disbursements.
- Written communication skills require the versatility to interact with all levels of management, staff, public, and personnel from other government departments and jurisdictions.
- Must be able to diffuse potentially contentious situations with students who are waiting for their funds.
- Time management is critical, as the processing of all payments must be completed within specified time frames at all steps of the process cycle. Could involve reprioritizing of work on a daily basis.
- Work collaboratively with the staff of Income Support Programs Division, Departmental Finance staff and Financial Management Board personnel.
- Excellent numerical proof reading skills.
- This position requires a unique combination of attributes:
- A strong people orientation so that students, from various cultural backgrounds and education levels, feel sufficiently at ease to seek information.

- The flexibility to switch between data entry and people interaction tasks.
- Ability to establish and maintain effective relationships with customers and vendors.
- Perceived as approachable and customer focused.
- A desire to learn and adapt to program, criteria, and system changes.
- Attention to detail and accuracy.
- Mathematical accuracy and efficiency in processing large quantities of materials and in making calculations.
- The ability to maintain professional courtesy and composure within an outside of working hours.
- The initiative to process work according to standards and the perseverance to complete tasks regardless of interruptions, inability to locate people, or delays.

**Typically, the above qualifications would be attained by:**

Successful completion of a Business Administration Diploma, majoring in Accounting or Finance, plus 2 years of experience working in a financial/ accounting office environment.

Equivalent education combined with 5 years of work experience in a financial environment will be considered on the case by case basis.

**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