



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Education, Culture and Employment	Finance Officer, Capital Planning and Projects	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
71-15696	Yellowknife	Finance and Capital Planning/HQ

## **PURPOSE OF THE POSITION**

The Finance Officer, Capital Planning and Projects, provides technical accounting and financial management support for the Department of Education, Culture and Employment (ECE)'s capital/infrastructure plans, projects, and tangible assets to ensure the accuracy, integrity, and effective fiscal management of ECE's capital budgets and expenditures.

The role includes managing databases, records, and financial and budget reports on capital assets; ensuring compliance of capital projects and assets within the Financial Administration Act (FAA) and Regulations, the Financial Administration Manual (FAM), ECE specific legislation (e.g. *Education Act and Aurora College Act*), capital/infrastructure related manuals, guidelines and procedures, and professional accounting standards. Reporting directly to the Manager, Capital Planning and indirectly to the Manager, Financial Operations, this position prepares and analyzes complex financial documents including estimates and budgets, variance reports, FMB submissions, capital plans, and year-end statements.

## **SCOPE**

ECE is the largest employing department and is responsible for about one quarter of the GNWT's total budget. The department is organized into two program branches: Education and Culture, and Labour and Income Security. The department has a complex administrative structure composed of a college system, ten Education Councils/District Authorities, twenty-nine Education Authorities, five regional offices, and a headquarters component.

ECE maintains direct responsibility for capital management of education facilities even though education programs and services are delivered through third party Education Councils, Districts and Authorities, and Aurora College. As such, ECE is responsible for capital

management of all schools in every community throughout the NWT along with Aurora College campuses in three communities, including the headquarters in Fort Smith.

In addition, ECE is also responsible for the capital management of specialized museum facilities and the headquarters for library services for the NWT.

ECE has a multi-million dollar annual capital budget:

**Department Dimensions (2019-2020):**

Staff:	252
Financial Systems:	SAM, CMAS, Student Loan
Annual O&M Budget:	\$332 million
Three Year Capital Plan:	\$90 million
Third Party Funding:	\$5 million
Revolving Fund:	\$45 million
Average number of capital projects (both short term and multi-year):	8

**RESPONSIBILITIES**

**1. Coordinate the preparation of financial materials in the ECE Strategic Infrastructure Plan, 20-year needs assessment, five-year capital plan, annual capital estimates, and other capital planning processes:**

- Provide technical financial analyses to develop financial estimates;
- Determining, developing, and performing appropriate methodologies to calculate estimates and annually update projects to be added or currently included in the 20-year capital needs assessment;
- Ensuring financial information in five-year capital plan is current and accurate;
- Preparing the annual capital estimates by performing such tasks as fine-tuning project estimates, substantiating calculations, writing project summaries, reconciling information, and formatting capital estimates draft documents;
- Maintaining and managing databases of background information used;
- Following Department of Infrastructure (INF) policies, guidelines, and manuals with respect to financial processes for capital/infrastructure; and
- Preparing documents pertaining to capital projects and related adjustments as necessary including FMB submissions, briefing notes, information items, project initiation requests, and other documents ensuring rationale and justification is understood by reader and that the request is reasonable and defensible.

**2. Provide technical financial analyses and support in managing of capital projects:**

- Performing statistical and financial co-ordination and analysis required on individual capital projects;
- Researching and forecasting:
  - ECE capital investment in facilities past, present, and future on approved capital projects;
  - Potential investments in energy efficiencies;

- Potential beneficial projects;
- Utilities' costs current and future, project and possible savings related to energy efficiency initiatives;
- Forecasting required financial adjustments to capital projects as required;
- Determining O&M impact related to capital projects and ensuring estimated expenditures are adequately addressed;
- Monitoring and updating the ongoing status of projects in project tracker; and
- Maintaining current databases of background information used.

### **3. Manage capital budget and expenditure controls and financial statements:**

- Work closely with financial planning section and INF project managers to maintain an appropriate chart of accounts in accordance with professional accounting standards and principles, and GNWT requirements;
- Monitoring and analyzing financial reports including expenditures and variances;
- Initiating necessary journal adjustments for expenditures;
- Identifying necessary capital budget adjustments, inter-activity transfers, and preparing necessary documentation to initiate corrective action;
- Reconciling capital estimates, supplementary appropriations, inter-activity transfers, and project expenditures statements to the GNWT financial system (SAM);
- Coordinating the preparation of reliable quarterly variance and forecast reports;
- Ensuring compliance with government and professional financial and accounting, and financial control requirements;
- Monitoring signing authorities for compliance;
- Preparing funding submissions for required adjustments including supplementary funding, reductions, re-allocations; and carry-overs;
- Preparing letters to MLAs for capital project budget transfers in accordance with GNWT guidelines;
- Preparing responses to questions from Management Board Secretariat, Standing Committees, or the Legislative Assembly;
- Preparing budget spread/cash flows, both annual report and necessary adjustments throughout the fiscal year;
- Developing and maintaining internal financial processes and systems for ongoing monitoring and management of the capital budget including applying tools and reports available as part of SAM and other automated programs and applications;
- Maintaining the capital planning SharePoint site;
- Maintaining appropriate databases, working papers, and records; and
- Preparing and verifying accuracy of year-end financial reporting documents.

### **4. Coordinate the management of tangible asset inventory records, the capital acquisition plan, and other published capital financial documents:**

- Updating asset inventory records in FileMaker;
- Managing the capital acquisition plan report and keeping it current;
- Implementing steps to initiate capital acquisitions in accordance with Capital Acquisition Plan;
- Running reports from the Asset Inventory data base;

- Preparing reports in required format for submission to senior management and/or central agencies;
- Preparing reports required for public documents including capital estimates, annual reports, public accounts and schedules, and other requested information; and
- Maintaining databases and records.

#### **5. Perform other duties:**

- Working collaboratively with ECE program managers to manage capital plans' and projects' budgets and expenditures, including keeping ECE program managers informed of financial status and changes;
- Working collaboratively with INF staff on relevant capital plans and projects;
- Participating in and providing technical financial support on Special Projects;
- Participating in interdepartmental committee meetings;
- Providing assistance and technical financial expertise to other FCP staff during peak workloads or other extenuating circumstances;
- Providing training within areas of expertise;
- Participating in meetings with ECE staff, client staff (e.g. school authorities, Aurora College, Prince of Whales Northern Heritage Centre, etc.), other GNWT departments (e.g. Finance, INF), Auditor General staff, and/or members of the public; and
- Performing other duties from time to time as necessary and assigned, including preparation of project reports as required by third party funder.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands. Much of the incumbent's time is spent in a comfortable sitting position with opportunity to move about. Exposure to glare from a computer may cause fatigue and eye strain.

#### **Environmental Conditions**

No unusual conditions. The incumbent's work space is inside an office building and not exposed to inclement weather or other environmental stressors.

#### **Sensory Demands**

No unusual demands. The incumbent will be principally located in a standard office environment. There is a possibility the office will be shared with one or more employees or in cubicles depending on available floor space and configuration.

#### **Mental Demands**

The incumbent will be required to occasionally provide information quickly and with little notice.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Financial management and accounting processes including Generally Accepted Accounting Principles and other published accounting requirements;
- Government accounting and budgetary related systems, cycles, and reporting requirements;
- Expertise in software applications including Excel, Access database, Project Management, and other accounting and financial analysis related software;
- Understanding of government automated systems including SAM, FileMaker, and ECE specific systems; and
- Familiarity with other software applications especially Microsoft applications such as Word and Outlook.
- Proven financial management skills to prepare and analyze budgets and financial reports, financial statements, variance reports and O&M and capital budget projections;
- Proven project management skills and knowledge in project accounting, i.e. real estate and construction;
- Effective communications and interpersonal skills to deal productively and effectively with staff, clients, and various partners;
- Ability to work well with and to explain financial information to colleagues, including senior staff;
- Public service skills to communicate sensitively with vendors and community clients;
- Excellent organizational and time management skills to meet continuous deadlines and expectations from clients and stakeholders; and
- Excellent skills in interpreting, manipulating; and analyzing data from financial spreadsheets, proven problem-solving, and decision making skills.
- Ability to perform financial analysis and prepare financial and other reports easily understood by the reader;
- Ability to manage, administer, and control program budgets, and to provide financial reporting, advice, and direction to the Director and program managers;
- Ability to work collaboratively and be a team player;
- Ability to apply accounting theories and principles to oversee complex financial and administration operations;
- Ability to recognize when transactions require further investigation to ensure compliance with GNWT financial acts, regulations or policies, or other federal and territorial legislation;
- Ability to conduct, review, and analyze complex financial issues and make high-level recommendations concerning budgeting, expenditures, and financial processing; and
- Ability to work independently.

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

The completion of a Bachelor's Degree in Business or Commerce, and completion of CPA Preparatory Courses. Three years of directly related experience, of which two years are current, is also required.

**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