



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Senior Finance Officer	
Position Number	Community	Division/Region
71-3546	Yellowknife	Income Security Programs/HQ

PURPOSE OF THE POSITION

The Senior Finance Officer provides financial and administrative services to the Income Security Programs Division. This position complies with the *Financial Administration Act*; Generally Accepted Accounting Principles and departmental policies and procedures.

SCOPE

Located in Yellowknife, the Senior Finance Officer (Officer) reports to the Manager, Divisional Financial Services, and is responsible for monitoring expenditures and assisting the Manager with financial analysis and planning and processing and reviewing payable transactions.

The Officer also monitors the administration of Income Security Programs (ISP) programs, including the Income Assistance (IA) programs, the Senior Citizens' Supplementary Benefit (SCSB), and the Student Financial Assistance (SFA) program. The Senior Finance Officer exercises spending authority up to \$50,000.

The Senior Finance Officer interprets relevant legislation, policies and procedures and provides advice to the public, program delivery staff and management. The incumbent has regular contact with the public, other service providers, the Department's Finance and Capital Planning division, contractors, and senior management.

The ISP division assists eligible NWT residents to meet their basic financial needs and assists with post-secondary educational expenses. The magnitude of the budget impacted by this position is approximately \$40M of financial support to NWT residents through various programs.



RESPONSIBILITIES

1. Assist the Manager in the financial analysis and planning of ISP budget and expenditures.

- Assist in preparing the budget instruction package for the divisional management team and make recommendations with respect to financial and administrative matters.
- Prepare the Division's final operational and program budget submissions.
- Monitor operational and program monthly expenditures.
- Assist the Manager with the preparation of the year-end financial reports.
- Prepare monthly reconciliation between Loan Manager and the System for Accountability and Management (SAM) and the related adjustments or billings.
- Perform monthly and yearly IA sub ledger reconciliations.
- Complete other monthly and year-end financial tasks, as directed.
- Ensure program managers and financial staff receive proper instruction and advice to prevent non-compliance.
- Assist the Manager in the compilation, analysis and substantiation of the monthly variance report.

2. Process, analyze and review Income Assistance payments for clients and vendors, ensuring payments are made on a timely basis for continuity of support.

- Complete daily Income Assistance direct deposit payments.
- Create and send remittance reports to vendors as requested.
- Analyze, troubleshoot, and resolve incomplete payments.
- Complete cheque stop payments and stale-dated cheques as required.
- Reconcile payment adjustments in the Case Management and Administration System (CMAS).
- Complete Income Assistance Journals.
- Prepare, issue, and replace T4s, T5s, and T5007s for Income Security payments.

3. Manage the preparation, payment and collection of student loan accounts.

- Review and verify student loan accounts to ensure accuracy and timely collection.
- Process and approve applications for loan repayment incentives.
- Monitor the collection of loan payments from students in various forms (online payments, pre-authorized payments, cheques, cash, etc.).
- Complete cash drawer reconciliations, approve payment worksheets, and create Journals in SAM.
- Ensure Student Financial Assistance limits are updated through reconciling Loan Manager and SAM.
- Monitor delinquent files and send to Department of Finance Corporate Credit and Collections once an account is in arrears over 90 days.
- Assist with the review of account write-offs and forgiveness situations.



- Produce and distribute annual student loan statements and Interest Paid on Student Loan letters.
- 4. Provide ongoing financial analysis and information for ISP to ensure budgetary controls and management.**
- Prepare various year end reports and schedules for the Department.
 - Prepare financial and statistical data for Financial Management Board submissions related to Forced Growth funding and new initiative money.
 - Process the recovery of social assistance financing, as required.
 - Prepare monthly regional reports for IA unreported overpayments.
 - Prepare requests for invoicing for SFA overpayments over 30/60 days.
 - Reconcile and reverse T4A taxable information and adjust T4As where required.
 - Process supplier payables and miscellaneous payments.
 - Produce ad hoc reports, perform research and analysis as required.
 - Provide support to regional staff on how to handle difference transactions and error reports.
- 5. Provide separate administrative support for senior programs, including the Senior Citizen Supplementary Benefit program.**
- Handle inquiries regarding the program.
 - Receive and review monthly electronic file of eligible seniors and prepares a pull list for anomalies on the seniors' cheque list.
 - Send updated list of eligible seniors to Service Canada.
 - Prepare voucher requests for retroactive payments.
 - Prepare monthly payments to Service Canada for the amount of the expenditure.
 - Enter the payment data in the database.
 - Update data regarding the issuance of T5007s and prepare replacement T5007s when required.
 - Liaise with Service Canada regarding the payment status and eligibility of NWT seniors.

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 of financial planning principles, budget development methodologies and related concepts.
- Skills relating to modular accounting systems, including their application in organizational or government settings.
- Knowledge of collection practices and methods.
- Ability to acquire and apply knowledge of government, department and division legislation, policies, procedures and guidelines.
- Strategic thinking skills and ability to research, analyze and interpret a variety of documentation.
- Gather, evaluate and compile data, including financial and statistical, from various sources and accurately summarize into a useable product for presentation to senior management.
- Skills relating to computers and software applications, including spreadsheets, word processing, email, databases and accounting systems.
- Oral and written communication skills, with the ability to convey complex information clearly and effectively.
- Ability to establish and maintain effective relationships with internal and external customers.
- Ability to prepare the Division's final operational and program budget submissions.
- Ability to prepare Financial Management Board and other submissions.
- Ability to work with or without supervision and in a team environment.
- 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 Business Administration or Commerce diploma and two (2) years of experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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