



## IDENTIFICATION

Department	Position Title	
Justice	Intern, Financial Analyst	
Position Number	Community	Division/Region
82-10548	Yellowknife	Corporate Services/HQ

## PURPOSE OF THE POSITION

Under the direction and mentorship of the Assistant Director, Corporate Services, the Intern, Financial Analyst provides analysis for the efficient and effective running of financial operations for the Department of Justice. This position will provide financial administrative support to the Assistant Director in the preparation of annual business plans, main estimates, and year end submissions.

## SCOPE

The Department of Justice is responsible for the administration of justice in the NWT, including policing and corrections. This mandate is carried out in a manner which respects community and Indigenous values and encourages communities to assume increasing responsibilities.

Located in Yellowknife, the position reports to the Assistant Director, Corporate Services and is responsible for ensuring program financial operational needs are met while also ensuring departmental adherences to various GNWT acts, regulations and policies. The position is part of a team of financial and administrative specialists that provide accounting, budgetary, and program support to the Department of Justice.

The position works within a legislative and policy framework and carries out its responsibilities in accordance with the *Financial Administration Act*, Financial Administration Manual, Government Contract Regulations and the Human Resources Manual.

## **RESPONSIBILITIES**

### **1. Provides various technical financial analyses to support the Department in making sound business decisions:**

- Analyzes the department's financial position, identifies critical issues and advises the Assistant Director, Corporate Services and Director, Corporate Services.
- Analyzes variance and forecast reports and conducts follow-up with program Managers and Senior Management.
- Analyzes chargeback agreements and makes accounting recommendations.
- Creates and provides financial and management reports as required internal to the department and external within Government.
- Assists in the preparation of briefing materials for the Deputy Minister and Minister as required.
- Prepares Financial Management Board (FMB) Submissions when required.

### **2. Assists in providing ongoing financial management analysis to ensure budgetary controls and management are in place:**

- Assist in maintaining a system that ensures program managers perform monthly analysis and fiscal year end projections of the operations and maintenance budgets.
- Assist in the preparation of the monthly expenditure management reports for submission to the Financial Management Board.
- Assist in the reconciliation of revised main estimates (including supplementary appropriation, special warrants and transfers) to ensure the integrity of the department's budget.
- Participates in the preparation of monthly operations and maintenance/capital budget adjustments, quarterly capital budget adjustments, monthly inter-activity transfers over 250k for presentation to FMB.

### **3. Coordinate the department's year end submissions:**

- Working with the Department of Finance - Financial Reporting and Collections and the Assistant Director, Corporate Services, create and maintain a tracking system of each item that is required for the year end submission
- Coordinate for the Director's approval, all items related to the year-end schedule
- Track items that are identified as needing to be amended or corrected
- Work with the responsible parties to ensure that all items are submitted to the Department of Finance by the predetermined due date
- In coordination with the Assistant Director, Corporate Services, take responsibility for the preparation of assigned reconciliations and submissions

### **4. Monitor Corporate Services group email and respond in a timely manner or allocate questions to appropriate staff member:**

- Review emails received and determine if the email needs to be forwarded to a more senior member of the Corporate Services team.
- Provides advice and support to all Justice staff members via email and responds in the most effective manner which could include in person, email or phone.

- Respond to questions from other departments of GNWT which include but are not limited to: providing coding for journal entries, providing coding for cash receipts, and providing information on Justice specific procedures and processes.

**5. Assists the Visa One Card Coordinator, which includes acting as backup:**

- Contact divisions to verify expenditures and assist with regulations governing credit card purchases.
- Advise divisions of errors, omissions and/ or non-compliance with FAM.
- Process requests for new cards.
- Cancel credit cards upon termination of employment.
- Resolve problems with accounts and/or cardholder.
- Ensure that VISA payments are coded correctly and supporting documentation is compiled prior to submission to FSS.

**6. Perform other duties as required, such as:**

- Provide assistance to other members of the Corporate Services team.
- Assist in the preparation and maintenance of the specimen signatures and SAM access forms.
- Other duties as requested by the Assistant Director Corporate Services or the Director Corporate Services.

**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 Generally Accepted Accounting Principles and standards established by PSAB;
- Knowledge of auditing concepts and internal control in order to assess compliance governing authorities;
- Excellent communication and interpersonal skills;
- Knowledge of banking transactions with the ability to complete bank reconciliations;
- Ability to work with people in an effective, tactful manner;

- Knowledge of financial planning and budgetary development concepts;
- Excellent analytical skills;
- Excellent organizational skills;
- Extensive knowledge in the use of computer and software applications such as Excel, MS Word, Outlook and computerized accounting systems;
- Ability to interpret and assess financial policy documents.
- Ability to reconcile general ledger accounts

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

These skills are normally acquired through completion of a degree in business, commerce, or accounting.

**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