



#### **IDENTIFICATION**

| Department      | Position Title         |                       |
|-----------------|------------------------|-----------------------|
| Justice         | Senior Finance Officer |                       |
| Position Number | Community              | Division/Region       |
| 82-11451        | Yellowknife            | Corporate Services/HQ |

#### **PURPOSE OF THE POSITION**

Under the direction of the Assistant Director, Corporate Services, the Senior Finance Officer provides leadership and coordination for the efficient and effective running of financial operations for the Department of Justice. The Senior Finance Officer is also responsible for the oversight of voucher payables, procurement processes for the department and contract management, and provides support and guidance to all program areas in the Department in respect to these capacities.

#### **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 aboriginal 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 also responsible and accountable for guaranteeing the accuracy of all procurement purchase orders and multi-year contracts for 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.

The position exercises a \$250,000 expenditure authority.

## **RESPONSIBILITIES**

### **1. Provides leadership, coordination and oversight of all departmental financial operational requirements including financial processing and procurement.**

- Troubleshoots issues and concerns regarding financial operations and works collaboratively with program areas and other departments to find solutions in a timely manner.
- Directs corrective action to program areas and other departments for the efficient and effective processing of financial documents.
- Provides direction, interpretation and advice to all program areas for financial policies and procedures.
- Ensures departmental financial activities are operating within established policies and procedures.
- Provides guidance and information on financial matters to financial staff in divisions as well as program managers and senior management.
- Completes regular reviews of departmental payments for tax implications and updates information in the financial system accordingly.
- Coordinates and ensures the accurate and timely reporting of all departmental petty cash accounts.
- Manages year end prepaid expenditure detailed analysis reporting.
- Responsible for the coordination and routing of default coded financial documents.

### **2. Responsible for the coordination, oversight, and reporting of all contracting and purchasing activities for the department.**

- Manages the department's purchasing and contracting activities, and liaises with the Department of Infrastructure which completes procurement activities on behalf of the department.
- Develops and implements contract administration procedures to ensure program managers are following correct contract administration practices consistent with government and departmental policy.
- Provides contract administration training and guidance to program managers responsible for contract administration.
- Provides oversight on all contract activities in the department, and maintains a record of all contracts.
- Maintains a current inventory of all equipment leases in the department, includes copiers, faxes and other business machines, and notifies program areas of upcoming contract expiry dates.
- Oversees and ensures the accurate recording of contracts in the financial system and reconciliation to external listings.
- Completes quarterly contract and financial expenditure reconciliations to ensure compliance with GNWT financial and procurement rules and regulations, including preparing the annual contract reporting requirements for the tabling of the GNWT contract reporting.
- Prepares year end working schedules for all multi-year contracts.

### **3. Departmental contract management performance, compliance and operational reviews or audits.**

- Manages the departmental contract audit process on a quarterly basis ensuring compliance with legislation, the *Financial Administration Act*, the *safety act*, Business Incentive Policy (BIP), Workers Safety and Compensation Commission (WSCC), procurement standards, and departmental directives as it pertains to the management of contracts.
- Utilizes an approved audit instrument to conduct and complete regular comprehensive contract process and compliance reviews of all departmental divisions.
- Develops internal business process improvements using audit results and outcomes to improve the efficiency, effectiveness or economy of departmental contract management compliance and operational reviews or audits.
- Identifies and coordinate resources (time and departmental employees) which will be required to complete the contract audit.
- Utilizes professionalism and tact while communicating with senior management and their staff throughout the department.
- The Senior Finance Officer will have unfettered access to departmental documentation as it relates to contracts, contract administration and contract management.
- Provide complete and thorough contract audit/operational review reports to Assistant Director Corporate Services and Director Corporate Services on a quarterly basis, which include approach, processes, results, and recommendations.
- Assistant Director Corporate services or Director Corporate Services may define the scope of the operational reviews or audits and may order a contract operational review or audit outside of the quarterly process.

### **4. Responsible for the integrity of the department's delegated and designated authorities.**

- Coordinates the accurate and timely processing of departmental signing authorities while ensuring authorities are in compliance with the department's approved authority structure.
- Prepares, reviews, monitors and maintains all departmental specimen signature records and ensures the accurate entry of authorities within the financial system.
- Prepares delegations of authority for the Minister and Deputy Minister in accordance with the Financial Administration Act.
- Maintains the departmental financial authorities reporting for the department and ensures quarterly approval by the Director, Corporate Services and the Deputy Minister.
- Ensures that SAM security access for Departmental staff is kept current.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

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

- Knowledge of contract law, contracting practices and/or application of contract administration procedures in order to recognize when situations require corrective action or referral in order to ensure compliance with government and departmental policy and procedure.
- Knowledge of International Financial Reporting Standards (IFRS) and Canadian Public Sector Accounting standards.
- Knowledge of financial planning and budgetary development concepts.
- Knowledge in all aspects of financial operation.
- Knowledge and the ability to interpret the *Financial Administration act* and the Financial administration Manual.
- Knowledge and ability in use of Excel, Word, PeopleSoft and automated financial system programs.
- Knowledge of Key program area and divisions practices as they relate to operations, financial processing, allowable data requests, privacy and access to information.
- Knowledge and ability to apply relevant government, department, and division legislation, policies and procedures.
- Analyze large amounts of data which includes financial and program data from numerous sources to identify anomalies and irregularities.
- Investigate and research items of an unusual or problematic nature.
- Data Management techniques, including calculations and computations to produce useful information to stakeholders.
- Oral and written communication skills require the ability to effectively and professionally communicate with all levels of management, staff and the public.
- Reconcile customer and vendor accounts.
- Gather, evaluate and compile data, including financial and statistical, from various sources and accurately summarize into an effective product for presentation to senior management.
- Organize time effectively and meet deadlines.
- Leadership skills such as assessment and evaluation, motivation and self-management.
- Work with people in an effective, tactful manner.
- Work effectively in a team environment where critical and tight timelines dictate co-operation and coordination, and sharing of tasks among all members of the team.
- Proven strategic thinking skills and demonstrated ability to research, analyze and interpret a variety of documentation.
- Consult with Senior Management to determine services requirement levels, if required.

- Must be able to maintain a high degree of confidentiality.
- Leadership and management aptitudes.
- Ability to establish and maintain effective relationships with internal customers.
- Perceived as approachable and customer focused.
- Use of sound professional judgment regarding the appropriateness of data display, recording, and manipulation.
- Work independently in an organized and efficient manner without supervision.
- Proven ability or experience in computers and software, including Access, Excel, Word, Outlook, and PeopleSoft(SAM) ERP.
- Proven ability to work well with a diverse group of individuals under strict deadlines.
- Decision making abilities and the ability to think critically when analyzing information.
- Ability to interpret legislation and regulations, directives, departmental policies and procedures and various operations manuals relevant to each Divisions operations.
- A desire to learn and adapt to changes.
- Initiative to process work according to standards and the perseverance to complete tasks regardless of interruptions, delays, or the number of revisions and versions of documents requested.
- Attention to detail and ability to distinguish unusable material or data.

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

A degree in business, commerce, accounting or an advanced standing in a CPA program and at least two years directly related 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