



IDENTIFICATION

Department	Position Title	
Justice	Financial Operations Specialist	
Position Number	Community	Division/Region
82-2511	Yellowknife	Corporate Services HQ

PURPOSE OF THE POSITION

The Financial Operations Specialist is responsible for developing, implementing and evaluating financial and administrative business processes to ensure the safeguarding of resources, reporting integrity and proper financial management of the department's financial operations.

SCOPE

The Financial Operations Specialist reports to the Assistant Director, Corporate Services and is located in Yellowknife. This position is responsible for directing, interpreting and aligning business systems within a variety of legislative requirements all unique to the various program areas supported. It provides advice, assistance and critical analysis on relevant operational policies, systems and procedures with respect to the variety of programs supported by the Corporate Services division including several independent and arms-length organizations. The duties of the position are carried out in accordance with the *Financial Administration Act*, several program specific legislative authorities, GNWT policies, departmental policies, directives and procedures, and in accordance with Canadian public sector accounting standards.

The Specialist is designated a revenue authority for the department and has expenditure authority of up to \$250,000.

RESPONSIBILITIES

- 1. Develops, implements, monitors and evaluates program specific financial policies and procedures to ensure the integrity of financial information and effective monitoring of resources held by the department in compliance with legislative requirements.**
 - Establishes and maintains financial directives and procedures for program areas including directives to ensure efficient and effective management of 21 bank accounts (includes several trust accounts) and several special purpose funds.
 - Works closely with Senior Management, management and departmental staff to ensure the implementation and monitoring of policies, procedures and the effective management of resources.
 - Ensures the integration of information between the various accounts held by the Department, GNWT's financial system and program specific systems.
 - Reviews all bank reconciliations for compliance with directives and procedures and directs corrective action as required by program staff.
 - Prepares reconciliations for the departments special purpose funds including reporting as required by the Federal Government and other agencies.
 - Develops and delivers training and reference materials for staff with respect to program specific operations.
 - Prepares monthly and year end reporting activities.
- 2. Develops, implements and coordinates financial operational training for departmental program areas**
 - Establishes and maintains training plans for divisions with respect to their financial operations.
 - Deliver targeted training to new users in the financial system, new expenditure authorities, budget managers and employees who have responsibilities as part of internal business processes.
 - Identify gaps in training and business processes and recommend areas for improvement to the Assistant Director, Corporate Services.
 - Collaborate with Senior Management to ensure financial operational needs are met and identify areas for improvement.
 - Ensure effective tracking of training delivered and prepare reporting as required.
- 3. Manage the departments revenue generating activities and provides technical financial support to assist in the delivery of departmental programs**
 - Establishes and reviews financial procedures required for the programs to ensure the effective management and tracking of the department's responsibilities and reporting requirements for its cost shared and third party funding agreements ensuring that the terms and conditions of the agreements are met.
 - Coordinates and prepares the financial schedules of the interim and final claim documentation for the departments cost sharing and third party funding agreements ensuring information is provided in advance of deadlines noted in the agreements.

- Analyzes and verifies accounting treatment of all departmentally held agreements and ensure requirements within the *Financial Administration Manuel* are adhered to.
 - Prepares Financial Management Board funding submissions for cost shared agreements and briefing materials.
 - Assists divisions with funding proposals and provide advice to maximize value for the department.
 - Coordinates and ensures the timely and accurate processing of departmental accounts receivable and the preparation of reporting as required by the departments numerous arrangements with outside agencies.
 - Ensures tracking of all fees charged under departmental legislation and coordinates changes as required in conjunction with division management and direction from the Financial Management Board.
 - Reconciles and monitors the department's outstanding accounts receivable, accrued receivables, payments receipted for invoices issued for outstanding accountable advances and other revenue accounts as required.
- 4. Supports the effective planning and operation of the department's various financial systems.**
- Advises and collaborates with the Informatics division and multiple other program areas regarding best practices, controls and requirements to ensure effective management of resources and ensure the integrity of financial information.
 - Reviews data and financial information quality and reporting mechanisms to ensure they meet business requirements.
 - Ensures continuity of training materials, financial authorities and documentation for supporting financial reporting activities in divisions.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in International Financial Reporting Standards (IFRS) and Canadian Public Sector Accounting standards.
- Ability to critically analyze financial information and policies.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for effective operations;
- Ability to develop relationships within the Department and government to facilitate achieving goals and increase the effectiveness of the organization.
- Effective management skills, the ability to work without direct supervision;
- Effective human relations skills;
- Computer skills to operate a variety of software (spreadsheets, word processing, databases, project management, accounting software, email.)

Typically, the above qualifications would be attained by:

Completion of an accounting or financial management program through a recognized post-secondary educational institution, and 1 year 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: To choose a language, click here.

- ☐ Required
- ☐ Preferred