



IDENTIFICATION

Department	Position Title	
Northwest Territories Business Development and Investment Corporation	Intern – Financial Analyst	
Position Number(s)	Community	Division/Region
89-16965	Yellowknife	Financial Programs/HQ

PURPOSE OF THE POSITION

The Intern – Financial Analyst is responsible for assisting with providing financial support services to Northwest Territories Business Development and Investment Corporation (BDIC) and its subsidiaries in accordance with current reporting standards and guidelines. The incumbent will assist the Comptroller in preparing BDIC’s consolidated financial statements; managing financial reporting, internal control systems and processes in accordance with related legislation, regulations, policies.

SCOPE

The BDIC is a Crown corporation of the Government of the Northwest Territories (GNWT) and provides a range of programs and services to help northern businesses succeed. The BDIC supports the economic objectives of the GNWT by encouraging the creation and development of businesses, providing financial assistance to businesses, and making investments in business enterprises. The BDIC promotes financial independence, assists communities in capturing investment development opportunities, and helps develop a diverse and viable northern economy. Its role in promoting and maintaining economic development and employment has both economic and social aspects.

The Credit Facilities Program (loans, contract securities and letters of credit) is managed from BDIC headquarters and delivered by regional delivery agents across the NWT. The Credit Facilities portfolio is valued at over \$52 million and consists of over 200 accounts.

The Venture Investment Program is managed and delivered from BDIC headquarters. The BDIC provides financial investment in return for minority equity interest in northern businesses. The Venture investment portfolio is valued over \$6 million.

The Contributions Program (Business Development Project Fund) is managed and delivered from BDIC headquarters. Its annual contribution budget is \$200,000.

This position is located in Yellowknife and reports to the Comptroller.

The incumbent is guided and constrained by the requirements of the BDIC Act and Regulations, *Financial Administration Act*, *Financial Administration Manual*, Financial Management Board decisions, Cabinet Decisions, Ministerial direction, and BDIC Board.

This position is located in the Finance and programs unit of the BDIC headquarters in Yellowknife and reports to the Comptroller.

RESPONSIBILITIES

1. Assist in developing and updating appropriate financial policies and procedures for the BDIC and its subsidiaries to ensure adequate internal controls are in place to ensure effective financial operation and administration at the subsidiary level including:

- Monitor BDIC and subsidiary financial operations and deficiencies in current financial processes and assist in developing and updating financial policies and procedures.
- Assist in monitoring subsidiary due to/from accounts with the BDIC and following up on significant variances;
- Assist in the implementation of a standardized chart of accounts for all subsidiaries to ensure consistency and to facilitate the consolidation with BDIC records; and,
- Assist in the development of standard procedures related to the use of computerized accounting systems at the subsidiary level and implementation of new systems.

2. Assist in preparing annual and quarterly consolidated financial statements and supporting documents accurately, timely and in accordance with Canadian General Accounting Principles and in compliance with various legislations.

- Assist the comptroller to ensure annual consolidated financial statements are accurate, in compliance with the relevant legislation and accounting principles, and completed in a timely manner.
- Assist in preparing year-end working papers
- Assists in general ledger reviews to ensure that entries in the financial system are accurate
- Assist in general ledger account reconciliation to ensure subsidiary accounts agrees to general ledger account balances.

3. Assist in the co-ordination and support of the annual audit including:

- Liaise with the external auditors of the subsidiaries, the staff of the Office of the Auditor General and GNWT Department of Finance, Financial Reporting Division;

- Assist with preparation of financial reports, schedules, analyses and working papers on a timely basis consistent with the audit plan;
- Provide draft French translation of English notes and text associated with the annual report, including financial statements, for review and edits by certified translators and the OAG; and
- Assist with the review and resolution of accounting and financial reporting issues raised during the audit as expeditiously as possible.

4. Assist with the completion of special projects, including:

- Research financial reporting and accounting matters to support recommendations in accordance with the GNWT FAA, FAM and Planning and Accountability Framework, Public Sector Accounting Standards (PSAS) and the BDIC Act, policies, procedures and agreements; and,
- Assist with special project analyses related to revenue and expenditures for various BDIC funds to support reporting requirements related to funding agreements, the year-end audit, and the Main Estimates.

5. Assist in conducting financial and statistical analysis of LHOs financial data including:

- Maintain database of appropriate year-end financial data for all Subsidiaries; and,
- Provide analysis of BDIC and subsidiary quarterly reporting and year-end financial statements as a means of monitoring subsidiary financial situation.

6. Provide administrative support to other Finance & Administration functions including:

- Filing, electronic filing, banking, answering phones, greeting visitors, pulling batches and supporting documents, photocopying, data entry and providing general administrative support as required;
- Assist with reconciliations of various general ledger accounts and database systems.
- Assist with other duties as assigned.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands. The incumbent may occasionally be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting/bookkeeping practices;
- Knowledge of accounting theory and generally accepted accounting principles;
- Financial management skills;
- Demonstrated organizational skills and attention to detail;
- Strong computer skills including in-depth knowledge of Excel, Word, Power Point, and basic knowledge of various accounting packages;
- Caseware and Sage 50 Software knowledge is an asset;
- Excellent verbal communication and interpersonal skills, and strong written communication skills;
- Ability to work independently in an organized and effective manner through time management skills; and,
- Ability to write in Plain English in order to communicate complex concepts in plain, brief language.
- Ability to provide basic draft translation of accounting information in a reporting context and format (English to French) for review by certified translators and the Office of the Auditor General (OAG)
- 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:

The knowledge, skills and abilities for the above noted are typically acquired by the completion of a Commerce/Business degree with a concentration in Accounting or Finance. Enrollment in the CPA Professional Education Program or CPA Canada Advanced Certificate in Accounting and Finance program would be considered an asset.

Equivalent combinations of education and experience will be considered.

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