



## **IDENTIFICATION**

Department		Position Title	
Housing NWT		Senior Finance Officer	
Position Number	Community	Division/Region	
93-10207	Inuvik	Beaufort Delta	

## **PURPOSE OF THE POSITION**

The Senior Finance Officer performs professional accounting activities required in the support of the financial operations of the District Office including the financial monitoring and support of the Local Housing Organizations (LHOs).

## **SCOPE**

This position works within an established accountability framework to ensure the integrity of financial controls and processes and that all financial transactions are processed and recorded in accordance with policies and procedures. As well, the incumbent must have an understanding of the Public Sector Accounting Handbook and CPA Canada pronouncements as they relate to operational accounting and their potential applicability to the Housing NWT/LHOs.

This position carries out its responsibilities in accordance with GNWT Acts and Regulations and in particular the Residential Tenancies Act, the Financial Administration Act, Financial Administration Manual, the Housing Northwest Territories Act under which housing authorities are incorporated, Societies Act under which housing associations are incorporated and Housing NWT policies, procedures and agreements.

This position is located in the Housing Corporation's Beaufort Delta District Office in Inuvik and reports to the District Controller. The duties of the position have an impact on the District office, Local Housing Organizations (LHOs), contractors and individual Corporation clients/tenants in the Beaufort Delta District and includes the consolidated audit cycle of Housing NWT.

The magnitude of the budget impacted by this position is \$ 3.0 million in Capital; \$2.0 million in O&M District Operations; \$8 million in LHO Contributions; and \$1.5 million Home Ownership Programs.

## **RESPONSIBILITIES**

### **1. Manage the district capital and O&M budgets, ensuring the financial responsibilities outlined in established policies and procedures are adhered to.**

- Assist with maintaining the district capital budget and ensures appropriate project budgets are approved and in place prior to the tendering of the project.
- Maintains a monthly listing of all capital projects with expenditures and commitments to date.
- Assist with the budget change requests and justify any capital or O&M budget adjustments through the Budget Review Committee in Headquarters.
- Assists the District Controller in the preparation of the quarterly O&M Variance Report and the quarterly Capital Budget Status Report (CBSR) including the provision of detailed variance analysis and mitigation strategies.

### **2. Manage the districts accounts payable and accounts receivable in conjunction with the Financial and Employee Shared Services (FESS) department.**

- Support Spending Authority by ensuring all necessary documentation is attached and the proper coding has been provided for all payment vouchers, prior to submitting for spending authorization.
- Monitor and review reports or the information In the SAM system to ensure payments have been processed and charged to the proper accounts and that all payments appear reasonable.
- Liaise with the FESS area for any concerns related to coding, payments to vendors or receipt of payments from customers.
- Provide requests to Housing NWT-HQ/FESS for approved invoicing and ensure receivables are entered and properly coded.
- Responsible for the reconciliation of various accounts, including the contractor holdback account, accrued receivables and accrued payables.

### **3. Provide support, advice, and guidance to LHO's management during preparation annual audited yearend financial statements.**

- Analyze and prepare quarterly and annual reconciliations of LHO due to/from accounts and identify and correct on-going reconciliation issues.
- Assist the District Controller with communicating with external LHO auditors to coordinate year-end audit work and prepare LHO audit packages.
- Provide technical expertise in the review of draft LHO audit results to ensure compliance with internal and external standards.

- Coordinate with LHO and Housing NWT staff in the development of a plan to address audit observations presented in the external auditor's "Management Letter" items identified in the annual yearend audits.
- Monitor and report on the management responses to the year-end Management Letter items.
- Provide analysis of LHO year-end financial statements as a means of monitoring LHOs financial situation.
- Responsible for assisting the LHO with the reconciliation of various accounts that may include the bank account, damage deposit account, vacation & other leave accounts and rent accounts.

**4. Monitor and provide support to the financial activities of Local Housing Organizations in the South Slave Region, in order to enable them to deliver the social housing programs in an effective and efficient manner.**

- Reviews and monitors the LHO's financial reports and statements, including budgets and cash flows, and provide guidance and support where necessary.
- Reviews the monthly rent receivables report from the LHO, verifying the rents collected and preparing the submission to FESS for their monthly grant contribution.
- Provide reporting to the District Controller identifying concerns raised in the review of the quarterly variance reporting and possible recommendations for Improvement.
- Performs on-site pre-audit financial reviews in conjunction with year-end requirements of LHOs and assist with the preparation of financial working papers and documentation, as required.
- Assist LHO to continuously improve inventory tracking and control systems and the reconciliations of inventory between Webworks and LHO's accounting software.
- Assist LHO in responding to deficiencies identified in the year-end management letter provided by the external auditors and following up to ensure compliance with the agreed upon actions.
- Provides support to the LHOs in the areas of financial management and administration, including the use of computerized accounting systems.
- Provides direct financial administration services for LHOs as applicable.

**5. Perform other day-to-day financial activities associated with the District Office and LHO's.**

- Process accounts payable submission to FESS and input into SAM and ensure the issuance of payment.
- Provide support to district technical staff to ensure maintenance and repairs are completed, including the financial administration of projects funded under the Housing NWT's programs.

- Provide support to district Programs staff in administration of Tenant files, account reconciliations, THS data entry, Rental Officer Submissions, and correspondence.

**6. Other related duties may be requested by the District Controller.**

**7. Provide support to the Contracts Administrator**

**WORKING CONDITIONS**

**Physical Demands**

Most of the incumbent's time is spent in normal office conditions. Some standing and lifting or carrying heavy material may be required.

**Environmental Conditions**

Incumbent may visit communities to participate in inventory counts; this may involve extended periods outdoors in adverse conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The incumbent may occasionally experience set deadlines and heavier workloads, oversight of implementing legally binding contracts requires attention to detail, and travel to communities may be required, all of which may cause moderate mental stress.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounting theory, generally accepted accounting principles, accounting/bookkeeping practices, and the Financial Administration Manual.
- Accounting, analytical and problem-solving skills to ensure all financial transactions are accurate and properly recorded.
- Knowledge in computer software applications including Microsoft Word, Excel, and Outlook, as well as various accounting software.
- Auditing skills sufficient to identify financial control problems.
- Financial management, human resource management and administration practices.
- Knowledge and ability to analyze and interpret legislation, policies, and procedures.
- Organizational and decision-making skills.
- Interpersonal skills and the ability to communicate effectively both orally and in writing.
- Ability to work cooperatively and effectively within a diverse team of individuals and multi-disciplinary professionals.

- Willingness and ability to build and maintain good working relationships with community organizations and partners.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to work cooperatively and effectively in a cross-cultural environment.
- Be dependable, self-motivated and demonstrate sound work ethics.
- 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.
- Ability to work independently or as part of a team.
- Enrolment into the Chartered Professional Accountant (CPA) PEP Program would be an asset.

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

A degree in business, commerce, accounting and 2 years directly related experience.

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:** Select language

- ☐ Required
- ☐ Preferred