



IDENTIFICATION

Department	Position Title	
NWT Housing Corporation	Senior Finance Officer	
Position Number(s)	Community(s)	Division/Region(s)
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.

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.

The framework includes generally accepted accounting principles (GAAP), NWTHC policies and procedures and the GNWT's legislation and policies pertaining to financial management and administration, including the Financial Administration Manual (FAM) and the GNWT Business Incentive Policy.

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, contractors and individual Corporation clients in the Beaufort Delta District.

The Beaufort Delta District office serves 8 communities with a Capital budget of \$7.4 million, a total O&M budget of \$2.1 million and LHO Contributions of \$17.2 million.

RESPONSIBILITIES

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

- Maintains 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.
- Requests and justifies 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.

Manage the district accounts payable and account receivable in conjunction with the Financial Shared Services (FSS) 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 FSS area for any concerns related to coding, payments to vendors or receipt of payments from customers.
- Provide requests to FSS for approved invoicing and ensure receivables are entered and properly coded.
- Responsible for the reconciliation of various accounts, including the holdback account, security deposits, damage deposits and LHO advances.

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

- Reviews and monitors the Local Housing Organization's financial reports and statements, including budgets and cash flows, and provide guidance and support where necessary.
- 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 Local Housing Organizations and assist with the preparation of financial working papers and documentation, as required.

- 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 specialized training to Local Housing Organizations in the areas of financial management and administration, including the use of computerized accounting systems.
- Provides direct financial administration services for Local Housing Organizations as applicable.

Oversee the financial aspects of the Loan and Mortgage program to ensure that client's file and documentation are complete and that mortgage payments are processed in a prompt and accurate manner.

- Manages the financial administration activities related to the NWTHC's homeownership and rental assets in the district.
- Reviews client's file and documents for completeness and report to the District Controller on outstanding requirements.
- Work with FSS to ensure mortgage and rental payments are recorded correctly.
- Ensure mortgage and rental arrears report is updated and reviewed on a regular basis.
- Co-ordinates monthly meetings with Programs staff and District Controller to review the status of mortgage and rental arrears and collections activities to determine next steps to support clients in being successful participants of NWTHC programs.
- Assists the District Controller in providing maintenance support to district staff in the area of microcomputer hardware and software to ensure continuous efficiency of equipment and computerized systems.

Provides human resources support in the areas of leave management, casual hires, training and development tracking.

Responsible for the ongoing supervision of summer student(s).

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of generally accepted accounting principles.
- Working knowledge in computer software application using PC software including ACCESS, MS Word, Excel, and Outlook, as well as various accounting software.
- Proven interpersonal skills and the ability to communicate effectively both orally and in writing.
- Ability to work effectively in a cross-cultural environment.

Typically, the above qualifications would be attained by:

Completion of a certificate program in Accounting with 2 years working experience in financial administration.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The mental pressure becomes pronounced on occasion, to meet deadlines and manage heavier workloads. The incumbent must pay attention to detail: basic error or neglect of discrepancies could lead to breakdown of internal control.

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

Official Language Considerations (check one)

- ☒ Not required
- ☐ Bilingual required (state language):_____