

## **IDENTIFICATION**

Department	Position Title	
Housing NWT	Senior Finance Officer / LHO Analyst	
Position Number	Community	Division/Region
93-10209	Yellowknife	North Slave District Office

## **PURPOSE OF THE POSITION**

The Senior Finance Officer/LHO Analyst performs professional accounting activities required in the support of the financial operations of the District Office including the financial monitoring and support of six North Slave District 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 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 in the Housing NWT's North Slave District Office in Yellowknife and reports to the District Controller Director, Finance. The duties of the position have an impact on the District Office, Local Housing Organizations, Contractors and Individual Corporation Clients and Tenants in the North Slave District as well as the year-end consolidated audit cycle of the Housing NWT.

The magnitude of the budget impacted by this position is \$ 6 million in Capital; \$0.7 million in O&M District Operations; \$5 million in LHO Contributions; \$2.67 million Home Ownership Programs and \$10.7 million in Mortgages & Loans.

## **RESPONSIBILITIES**

### **1. 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 Capital 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 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 Housing NWT-HQ/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.

### **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.
- Liaise 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 year-end 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.

**4. Monitor and provide support to the financial activities of Six (6) Local Housing Organizations in the North Slave Region, 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.
- 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 system through support for reconciliations inventory between WebWork and LHO's account 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 specialized training to 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 day-to-day property management for housing units and commercial buildings directly managed by the District Office.**

- Process accounts payable for submission to FSS and input into SAM and ensure the issuance of payment.
- Process accounts receivable requests for submission to FSS and input into SAM to charge monthly rent receivables and record rent revenue, adjusting rental revenues and receivable upon completion of income assessments, and reconciling the accounts receivable ledgers to THS on the monthly basis.
- 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.
- Assist in maintaining accurate unit inventory reports.
- Provide support to district Programs staff in the administration of Tenant files, account reconciliations, THS data entry, Rental Officer Submissions, and correspondence.

- 6. Oversee the financial aspects of the Homeownership Repair and Assistance programs as well as 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 Housing NWT'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 Housing NWT-HQ to ensure mortgage and rental payments are recorded correctly.
  - Ensure the 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 Housing NWT programs.
- 7. Provides Human Resources support in the areas of leave management, casual hires, training and development tracking.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent may experience moderate levels of mental stress on in meeting set deadlines and where basic error or neglect of discrepancies could lead to breakdown of internal control. Travel to isolated communities may also be required, which can disrupt home life.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Significant knowledge of accounting theory, generally accepted accounting principles, accounting / bookkeeping practices, and financial administration.
- Working knowledge of human resource management and administrative practices.
- Working knowledge and experience in mainframe accounting systems.

- Working knowledge and ability to analyze and interpret legislation, policies, and procedures.
- Demonstrated financial management and administration skills.
- Demonstrated auditing skills sufficient to identify financial control problems.
- Excellent organizational skills.
- Proven interpersonal skills and the ability to communicate effectively both orally and in writing.
- Good computer skills in word processing, database, spreadsheet, and presentation software, off the shelf accounting software, as well as internet and electronic communications.
- Ability to work cooperatively and effectively within a diverse team of individuals and multi-disciplinary professionals.
- Strong 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 operate effectively in 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.

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

The completion of a university accounting degree, being actively registered in and completing the Professional Education Program (PEP) towards the Chartered Professional Accountant (CPA) Designation, and four years experience in a financial, accounting and/or auditing environment.

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