



## **IDENTIFICATION**

| <i>Department</i>       | <i>Position Title</i> |                        |
|-------------------------|-----------------------|------------------------|
| 93-10211                | District Controller   |                        |
| <i>Position Number</i>  | <i>Community</i>      | <i>Division/Region</i> |
| NWT Housing Corporation | Norman Wells. NT      | Sahtu District         |

## **PURPOSE OF THE POSITION**

*(Main reason why the position exists, in what context and what is the overall end result).*

To provide financial management services related to District Operations, including the Operations and Maintenance (O&M) and Capital budgets delivery in accordance with the Financial Administration Manual and related policies, procedures, directives and regulations, and the Territorial Lands Act and Regulations in order to provide effective internal control and financial management services. This position reports to the District Director as the line manager and has functional reporting requirements to the Vice President, Finance & Infrastructure Services in Headquarters.

This position is also a key contributor in supporting the District Director in the management of the district office and the overall priority to achieving the broad goals and objectives of the Corporation.

To assist, advise and monitor Local Housing Organizations (LHO) in developing and managing their annual operating budgets in accordance with generally accepted accounting principles, Corporation's program policies, procedures and operating manuals, and community agency partnership agreements, to ensure effective financial operations and administration and to foster community development in the Sahtu District.

## **SCOPE**

*(Describe in what way the position contributes to and impacts on the organization).*

This position is located in the Housing Corporation's Sahtu District office in Norman Wells. The incumbent reports directly to the District Director. The District Controller has fiduciary responsibility for the Financial, Human Resource and Administrative Affairs of the District; is accountable for the management of financial systems, safeguards corporate assets, prepares, issues and distributes financial reports, maintains internal financial controls, ensures effective financial management processes and practices are maintained and are operating effectively in the District Office and LHO, and provides training, development and support to Corporate and Local Housing Organization staff.

The District Controller is also responsible for contracting processes and mortgage administration. The duties of the position have an impact on the District Office, LHO, contractors and individual Corporation clients in the Sahtu District. The incumbent is also responsible for the financial operation of four (4) communities housing agencies in the Sahtu District.



The magnitude of the budget impacted by this position is \$ 4,742,000 in Capital; \$1,188,000 in O&M District Operations; \$ 5,156,000 in LHO O&M; and \$7,500,000 in Mortgages & Loans.

There are two (2) employees reporting to this position.

## **RESPONSIBILITIES**

*(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished).*

- Assist, advise and monitor four (4) LHO in developing and managing their annual operating budgets, to ensure effective financial operation and administration, and in developing and managing their annual budgets for major and minor modernization and improvement (M&I) projects.

### **Main Activities**

1. Explain Corporation budgeting process and provide guidelines for the preparation of annual operation budgets.
  2. Ensure adequate funds are requested to meet the financial demands of the LHO while remaining within their budget limits.
  3. Perform internal reviews and monitoring services.
  4. Provide assistance and support to the LHO in the completion of the year-end working papers.
  5. Reconcile the due to/from amounts between the LHO and the Corporation.
  6. Monitor and assist external auditors by reviewing the draft year-end financial statements prior to releasing the final report, and ensure that the audit terms of reference were adhered to.
  7. Review auditor's recommendations and prepare replies and directions to the Board of Directors.
  8. Provide reporting to Vice President, Finance & Infrastructure Services to identify problem areas and suggested solutions as required.
  9. Identify problems with existing financial procedures within the operation of LHO and assist in the design and implementation of the necessary improvements.
  10. Monitor financial performance of the LHO on an ongoing basis and develop "Deficit Management Plans" in conjunction with LHO to assist those LHO that have accumulated significant deficits.
  11. Provides training and/or mentoring function to the Local Housing Managers.
- Provide financial management and control of District capital projects to ensure that all applicable financial policies, procedures, directives and regulations are followed.

### **Main Activities**

1. Ensure that the Corporation's purchasing, tendering, and contracting procedures are correctly followed.
2. Review all contract documents, change orders, purchase orders and agreements before they are signed and ensure that the GNWT Contract registry is utilized to identify potential major and minor work contracts.
3. Prepare internal Capital project reports and ensure allotments are available for project completion on a timely basis.
4. Prepare quarterly Capital budget status reports in consultation with District staff and present them to Senior Management.



- Administer the financial aspects of the Loan and Mortgage Program to ensure that client files and documentation are complete and that mortgage payments are processed in a prompt and accurate manner.

Main Activities

1. Review and approval of client files and documents for completeness and verify client eligibility for the respective programs through HC-IMS.
  2. Review mortgage records monthly and monitor mortgage arrears to ensure adequate notice was given and inform the District Director and Program staff on progress in a timely manner.
  3. Verify and approve the "Monthly Mortgage Report" and ensure compliance with applicable administrative procedures.
- Provide assistance to District staff and LHO on land related matters to ensure that assets are safeguarded and the guidelines and procedures respecting the administration of land inventory are followed.
  - Administer District office operations including human resources, finance and administration policies and provide support services to District staff on an on required basis.

Main Activities

1. Liaise with the GNWT's Financial Shared Services on any issues or questions related to their provision of payment/commitment authority on NWTHC transactions.
  2. Maintain an up-to-date knowledge of current accounting practices and financial legislation, regulations, policies and directives and provide interpretations and advice to District staff.
  3. Maintain the Corporate computerized controllable Asset Inventory system for the District.
  4. Serve as the District Office Human Resources liaison with the Department of Human Resources.
  5. Provide for the purchase and maintenance of microcomputer hardware and software as approved by the Information Services Section in Head Office.
  6. Ensure District office records are managed in accordance with the Corporate ORCS/ARCS/DIMS file management system to support file classification, records retention schedule and vital records program.
  7. Administer District Office Building, Equipment, Vehicles and Supplies.
  8. Participate in various committees as and when required.
- Identify financial training needs and prepare and deliver seminars and workshops on the financial aspects of the Corporation's housing programs and accounting training to District and LHO staff.
  - Act as a member of the District's Senior Management team to plan and co-ordinate budget development, capital planning, program targeting and program and capital delivery for the District and the achievement of ongoing Corporate goals and objectives.
  - An additional responsibility is an awareness of any actual, suspected, or alleged fraud activities affecting the Corporation or its agents and reporting these matters directly to the Vice President, Finance & Infrastructure Services.



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## **KNOWLEDGE, SKILLS AND ABILITIES**

*(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance).*

- Financial management skills.
- Auditing skills sufficient to identify financial control problems.
- Excellent interpersonal skills and the ability to solve complex problems and provide conflict resolution.
- Knowledge of Human Resource management and administrative practices.
- Knowledge of Territorial Lands Act and Regulations.
- Knowledge and experience in mainframe accounting systems.
- Excellent organizational skills
- Excellent computer skills including in-depth knowledge of PC software applications including MS Access, MS Word, MS Excel, MS Outlook, and Simply Accounting.
- Excellent communication skills, both orally and in writing, in order to communicate effectively in meetings and through presentations in a workshop setting.
- Ability to operate effectively in cross-cultural environment.

This is a position of trust and must be staffed with an individual whose trustworthiness and security would not place the Government of the Northwest Territories, the Corporation or its clients at risk.

### **Typically, the above qualifications would be obtained by:**

Detailed knowledge of accounting theory, generally accepted accounting principles and financial planning. This level of knowledge is normally acquired through a professional accounting designation – i.e.: CGA, CMA, CA, and three (3) to four (4) years of working experience in Financial Management, and two (2) years Supervisory experience.

## **WORKING CONDITIONS**

*(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands).*

### **Physical Demands**

*(Indicate the nature of physical effort leading to physical fatigue).*

Most of the incumbents' time is spent in a sitting position with frequent opportunity to move about.

### **Environmental Conditions**

*(Indicate the nature of adverse environmental conditions to which the incumbent is exposed).*

The incumbent works most of the time in a generally comfortable work environment. The incumbent does experience moderate level of travelling to isolated communities, which requires the individual to travel on small airplanes.

### **Sensory Demands**

*(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy).*



The incumbent requires normal use of senses (seeing and hearing) in order to perform the day-to-day activities of the position. Extensive use of computer requires focused concentration.

### **Mental Demands**

*(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples).*

The incumbent may experience moderate levels of mental stress on occasions to meet set deadlines. Since there will be some travel into isolated communities, the incumbent will experience moderate level of disruption in lifestyle caused by work schedules and travel. Travel to small communities is 8-10 hours per week.

### **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

### **EXCLUSION/INCLUSION**

#### **Section A**

☒ This job should be included in the bargaining unit

☐ This job should be excluded from the bargaining unit (complete section B)

#### **Section B – Rationale for exclusion from the bargaining unit**

(Exclusion from the bargaining unit must meet the conditions outlined in section 306 of the GNWT's Human Resources Manual (HRM). Refer to Section 306 of the GNWT's HRM and outline the reason for the exclusion request below)

**Comments:**