



### **IDENTIFICATION**

Department		Position Title	
NWT Housing Corporation		District Controller	
Position Number(s)		Community(s)	Division/Region(s)
93-11097		Yellowknife, NT	North Slave District

### **PURPOSE OF THE POSITION**

To provide financial management and control of District's operations and maintenance and capital budget in accordance with the Financial Administration Manual - and related policies, procedures, directives and regulations, such as the *Northwest Territories Housing Corporation Act*, *Financial Administration Act*, *Territorial Lands Act and Regulations*, in order to provide effective internal control and financial reporting to the District Director and the Chief Finance Officer of the Corporation.

To assist, advise and monitor Local Housing Organizations 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 partnership agreements, to ensure effective financial operation and administration and to foster community development in the North Slave District.

### **SCOPE**

This position is located in the Housing Corporation's North Slave District office in Yellowknife. The incumbent reports directly to the District Director. The District Controller has fiduciary responsibility for the financial, human resource and administrative affairs of the Corporation; 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 Local Housing Organizations; 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, Local

Housing Organizations, contractors and individual Corporation clients in the North Slave District. The incumbent is responsible for the financial operation of seven (7) communities in the North Slave District.

The magnitude of the budget impacted by this position is \$5,997,000.00 in Capital; \$711,000.00 in O&M – District Operations; \$7,990,000.00 in Local Housing Organizations O&M; and \$23,989,378.00 in Mortgages and Loans.

There is one (1) employee reporting to this position.

## **RESPONSIBILITIES**

**Assist, advise and monitor three (3) Local Housing Organizations in developing and managing their annual operating budgets, to ensure effective financial operation and administration.**

- Explain Corporation budgeting process and provide guidelines for the preparation of annual operation budgets.
- Ensure adequate funds are requested to meet the financial demands of the Local Housing Organizations while remaining within their budget limits.
- Perform internal reviews and monitoring services.
- Monitor and assist external auditors by reviewing the working papers prior to releasing the final report, and ensure that terms of reference were followed.
- Review auditor's recommendations and prepare replies and directions to Boards of Directors.
- Identify problems with existing financial procedures within the operation of Local Housing Organizations and assist in the design and implementation of the necessary improvements.
- Provides a 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.**

- Ensure that the Corporation's purchasing, tendering, and contracting procedures are followed.
- Review all contract documents, change orders, purchase orders and agreements before they are signed.
- Prepare internal capital project reports and ensure allotments are available for project completion on a timely basis.
- Prepare quarterly capital budget status reports in consultation with District staff and present them to Senior Management.

**Administer the financial aspects of the Corporation's loan and mortgage portfolio to ensure that client files and documentation are complete and that mortgage payments are processed in a prompt and accurate manner.**

- Review client files and documents for completeness and verify client eligibility for the respective programs.
- Review mortgage records monthly and monitor mortgage arrears to ensure adequate notice was given and inform the District Manager and Program staff on progress in a timely manner.
- Verify and approve the "Monthly Mortgage Report" and ensure compliance with applicable administrative procedures.

**Provide assistance to District staff and Local Housing Organizations on land related matters to ensure that the guidelines and procedures respecting the administration of land inventory for the District are followed.**

**Administer District office operations including providing human resource advice, ensure adherence to finance and administration policies, and provide support services to District staff.**

- Exercise commitment and payment authority on behalf of the Chief Finance Officer, in order to certify the validity over all account verifications.
- 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.
- Maintain the Corporate computerized controllable Asset Inventory system for the District.
- Provide Human Resource advice and assistance in the areas of staffing, labour relations, performance reviews, and leave management.
- Provide for the purchase and maintenance of microcomputer hardware and software.
- Ensure District office filing system does maintain information required by the District staff and is current and accurate.

**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 Local Housing Organization staff.**

- Act as a member of the District's Senior Management team to plan and co-ordinate budget development and program targeting and delivery for the District.
- Develop and foster a team approach in the District between all sections.
- Schedule and assign work to staff and monitor work in progress and work accomplishments.
- Undertake staff performance appraisals through discussion with incumbent in accordance with human resource policy.
- Request additional manpower, where required, through the District Director.
- Develop and implement staff training plans where required.
- Develop and facilitate workshops for Division and District staff.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- 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.
- 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 in computer software application using PC software, ACCESS, MS Word, Excel, Windows and FIS.
- Effective written, interpersonal and verbal communication skills, including the ability to maintain professional decorum in difficult and crisis situations;
- Ability to operate effectively in cross-cultural environment.
- Demonstrated ability to coordinate, integrate and work cooperatively with a diverse team of individuals and multi-disciplinary professionals.
- Ability to work effectively within a District senior management team.
- Ability to manage and work and motivate a diverse team of individuals and facilitate decision making.

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

Professional accounting designation – i.e.: CGA, CMA, CA, and three (3) to four (4) years of working experience in Financial Management, two of which include supervision of staff.

## **WORKING CONDITIONS**

### **Physical Demands**

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

### **Environmental Conditions**

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

### **Sensory Demands**

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**

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 10 – 15 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

#### **Official Language Considerations (check one)**

- ☐ Not required
- ☐ Bilingual required (state language):\_\_\_\_\_