



## IDENTIFICATION

Department	Position Title	
Housing Northwest Territories	Finance Officer, Utilities	
Position Number	Community	Division/Region
93-14625	Yellowknife	Finance and Administration /HQ

## **PURPOSE OF THE POSITION**

The Finance Officer, Utilities is responsible for the administration, financial transaction maintenance and analysis of over 50 utility suppliers' accounts in the total annual amount of \$30 million that supports an uninterrupted supply of utility services to all Housing NWT properties across NWT in accordance with NWT Financial Administration Act, Housing NWT Act as per guidelines directed in GNWT Financial Administration Manual and Housing NWT Program policies. This position also is responsible for overseeing the work of the Accounting Clerk.

## **SCOPE**

Located in Yellowknife, the Finance Officer, Utilities reports to the Corporate Controller, Housing NWT and provides direction and supervision to the Accounting Clerk. The duties of this position have a direct impact on the uninterrupted utility services provision to all Housing NWT real estate assets and its operating condition, supplier relationships and timeliness and integrity of the material aspect of the Housing NWT financial reporting activities. The Finance Officer performs complex analysis of the utility consumption and reconciliation of the suppliers' accounts and requires a thorough knowledge of the accounting principles, Housing NWT Information and Management System (HCIMS) and GNWT ERP system. Finance Officer also participates in the preparation of the Requests for Proposal for the procurement of the fuel heating services to the specific community under the Procurement and Shared Services Division of the Finance Department. The above responsibilities must be fulfilled with often competing priorities, timelines and workload demands. The officer is also a senior resource to the Accounting Clerk on receipting payments in Housing NWT ledger and processing of utility bills in HCIMS system.

## **RESPONSIBILITIES**

- 1. Coordinate the payment and reconciliation of all utility accounts related to the operations of the Housing NWT housing programs and provide feedback to Corporate Controller on the continuous improvement of the effective and efficient transaction**

**processing for the utility bills payable.**

- Administer on the daily basis the incoming information through the dedicated email group account for the supplier billings and address their inquiries, prioritizing the tasks based on the assessed potential impact and assigning the workflows among themselves, the Accounting Clerk and other temporarily assigned officers.
- Upload data from Excel macros or directly enter the billings into HCIMS and submit to the Controller for expenditure approval ensuring:
  - occurrence of the supplier's claimed amounts by reviewing proper program allocation of the claimed invoices.
  - completeness and accuracy of the recorded data in HCIM from the submitted documents with sufficient supporting documentation and filing into DIIMS .
- Question any irregularities in supplier billed invoices including follow-up with suppliers and 26 Local Housing Organization managers on the vacancy status update of the specific Housing NWT properties.
- Propose to the Corporate Controller the initiatives for the continuous improvement in effective and efficient transaction processing and management by identifying suppliers suitable for utilizing Excel macros upload.
- Liaison with utility suppliers on the transition towards electronic billing by designing the required Excel data inputs for subsequent submission of technical assignments/help desk tickets to GNWT ISS Helpdesk for the development of the embedded Excel Macros in HCIMS.
- Reconcile suppliers' monthly statements by running specific reports from the GNWT ERP system queries and reconcile that data with HCIM system to ensure that all invoices are accounted, or issues are addressed to the suppliers.
- Provide training and ongoing support to Accounting Clerk on the problem solving techniques and efficient navigation of HCIM system modules for location of the required information for data inputs.
- Maintain a robust filing system for utilities invoices as per the GNWT Administrative Records Classification System (ARCS) and Operational Records Classification System (ORCS) and or Digital Integrated Information Management System (DIIMS).

**2. Provide support to Corporate Controller on the preparation of Requests for Proposal (RFP) for the procurement of heating fuel supply for public tender through GNWT PSS Division.**

- Prepare schedules of the current fuel supply to Housing NWT per requested community location, providing current rates charged by the supplier, listing of properties inventory under the service in that community and total amount of supply used in quantity and \$ value as per requested period.
- Prepare/design Excel templates with the required input data that will accompany the required documentation from the bidding supplier for the billing by Excel upload method provide other requested support for the RFP proposal.

**3. Provide support to Corporate Controller on the preparation of annual financial audit working papers, Financial Management Board submissions and quarterly budget variance analysis on utility expenses.**

- Assist Corporate Controller in the preparation of the year end audit working paper that includes systemic review of the supplier charged utility rates per community, and

- supplier.
  - Provide the requested documentation as per the Auditor General of Canada sampling inquiries.
  - Analyze quarterly utility consumption by quantity and value by generating reports in the prescribed form and provide variance explanation on material year over year changes for Controller review and further budget variance analysis.
  - Provide support in the development of the asset level budgets for all types of utilities and incorporation of those budgets in the HCIM system.
  - Provide support in any other ad hoc reporting requirements.
- 4. Management of Asset Cost Tracking System (ACTS) – accounts payable module of the HCIM system.**
- Work with Information Shared Services Division Finance Department to identify, improve and resolve system issues that need to be addressed.
  - Ensure that ACTS data is reconciled with GNWT ERP System for Accountability and Management (SAM) monthly, by running specific queries and reports in both systems.
  - Provide training to LHO staff on the timely update of the utility suppliers on tenant occupancy changes to ensure the tenant utility accounts are connected /disconnected and accurate utility billing is maintained.
  - Provide user training in Asset Cost Tracking System for all new and casual staff in the department.
  - In conjunction with the Manager of Assets and Mortgages, ensure that for the housing units, that are out of rental market or coming back into market, timely utility connection/disconnection notices are submitted to utility providers.
  - Ensure LHO managers complete NWT Power Corporation monthly inventory utility account reconciliation with the existing properties under their maintenance management.
- 5. Supports the Accounting Clerk to ensure effective and efficient operational performance**
- Provide technical and mentoring support to Accounting Clerk in receipting bank deposits in GNWT ERP system and processing utility payables in HCIM system according with established guidelines and policies.
  - Perform pay run cycle to cover the absent clerk duties when required.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

## **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial planning concepts and generally accepted accounting principles (GAAP).
- Knowledge of, and/or ability to learn GNWT Record Management ARCS/ORCS, and DIIMS for effective filing organization and data search tasks
- Computer skills including in-depth knowledge of Excel, Word and Outlook.
- Analytical and problem solving skills with the use of MS Excel tool kit for effective data management and reporting.
- Office organization skills, including knowledge of MS Outlook functions, task prioritization and file management on completed workflows.
- Interpersonal skills and the ability to communicate tactfully and effectively.
- Task organizational skills for follow up on outstanding tasks with LHOs, District Offices and supplier account representatives on issues related to utility billings. Written and verbal communication skills with internal and external audience
- Data entry dexterity.
- Knowledge and skills relating to full-cycle accounts payable processing.
- 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:**

Bachelor's degree in finance or a related field, with one year of relevant experience.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- 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