



IDENTIFICATION

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

PURPOSE OF THE POSITION

The Finance Officer, Utilities is responsible for maintenance of the Corporation's utility tracking system including data entry, reconciliation, follow-up, vendor maintenance and preliminary reporting.

SCOPE

Located in Yellowknife, the Finance Officer, Utilities reports to the Manager, Financial Operations and Collections. The duties of this position have an impact on corporate vendors, timeliness and integrity of financial reporting.

This position assists with analysis of utility consumption levels and changes in utility rates with their associated expenditures form an integral part of this position.

The Finance Officer, Utilities carries out its responsibilities in accordance with GNWT Acts and Regulations and in particular the *Financial Administration Act*, Financial Administration Manual, the *Northwest Territories Housing Corporation Act* under which housing authorities are incorporated and NWTHC policies, procedures and agreements.

The position has a direct impact on the proper recording and reporting of yearly expenditures of \$25 million.

RESPONSIBILITIES

1. Coordinate the payment of all utility accounts related to the operations of the public housing program.

- Enter data on a daily basis in order to facilitate timely payment to the vendors and timely recording of expenditures.
- Coordinate work flow to other utilities data enterers within the organization.
- Question any irregularities in input documents including follow-up with suppliers.
- Point of contact for utilities suppliers regarding payments.
- Coordinates and contacts utility vendors to move towards electronic billing whenever possible.
- Follow-up on outstanding but anticipated invoices to ensure accurate reporting.
- Review suppliers' monthly statements to ensure that all invoices are properly dealt with.
- Maintain a 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).
- Provide necessary documents to the Auditor General of Canada and assist in preparing the related audit working papers.

2. Management of utility tracking system.

- Work with IT department to identify, improve and resolve system issues that need to be addressed.
- Ensure that utility tracking system is reconciled with System for Accountability and Management (SAM) on a monthly basis.
- Provide support to other GNWT departments that may want to utilize the utility tracking system to manage utility transactions.
- Provide training to NWTHC and LHO staff so they can have read only access to the utility tracking system for their districts and communities.
- Ensure that new and casual staff in the department are adequately trained on the system.

3. Prepare and analyze reporting of all utility accounts related to the operations of the NWT Housing Corporation.

- In conjunction with Corporate Controller, develop a process for monthly reporting to the senior management committee on utility pricing and consumption information.
- Prepare monthly reporting including a preliminary analysis of data.
- Assist in preparing quarterly variance reports.
- Develop standards for utility consumption on an asset type basis.
- Develop asset level budgets for all utilities and incorporate them into the utility tracking system.
- Provide comparisons between utility usage and budgets and identifies outliers for follow-up with LHOs and tenants.
- Develop presentations and reports for management and LHOs that identify trends, areas for improvement and links utility usage with type of asset.

4. Assist in developing and implementing a process to ensure accurate billing for utilities.

- In conjunction with the Corporate and District Controllers, develop a process to ensure local housing organizations are accurately reporting to utilities companies' tenants that have moved out or require utilities to be shut-off.
- In conjunction with the Manager of Assets and Mortgages, develop a process to ensure units that are unoccupied have unnecessary utilities disconnected.
- Monthly monitoring to ensure the processes are implemented by LHOs and District Offices for accuracy in reporting and payments.

5. Provide administrative support to other Finance and Administration Functions.

- Provide support in filing, electronic filing, banking, answering phones and greeting visitors, pulling batches and supporting details, photocopying, data entry and administrative support as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial planning and concepts and generally accepted accounting principles (GAAP).
- Knowledge of, and/or ability to learn GNWT Record Management ARCS/ORCS, and DIIMS.
- Computer skills including in-depth knowledge of Excel, Word and Outlook.
- Interpersonal skills and the ability to communicate tactfully and effectively.
- Ability to provide monthly monitoring to ensure the processes are implemented by LHOs and District Offices for accuracy in reporting and payments.
- Written and verbal communication skills, in order to communicate effectively with co-workers and external parties.
- Ability to type or enter data accurately.
- Knowledge and skills relating to full-cycle accounts payable processing.

- Analytical and problem solving skills with attention to detail.
- 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:

High school diploma, specialized coursework in accounting and two (2) years of experience in a computerized accounting environment.

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