

IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Intern, Financial Analyst	
Position Number	Community	Division/Region
93-14864	Yellowknife	Finance and Infrastructure Services/HQ

PURPOSE OF THE POSITION

This position is responsible for providing financial support services to 24 Local Housing Organizations (LHOs) located across the Northwest Territories (NWT) and the Northwest Territories Housing Corporation (NWT HC) in accordance with current reporting standards and guidelines. Standards and guidelines are established by legislation and professional accounting bodies as outlined in the *Financial Administration Act* (FAA), the *Financial Administration Manual* (FAM), the *Public Sector Accounting Standards* (PSAS) and the *Community Housing Services Agreements* between the NWT HC and the LHOs, to support LHO financial operations proceeding in an effective, efficient and economical manner to ensure ongoing financial viability.

SCOPE

This position is located in the Finance and Infrastructure Division of the Northwest Territories Housing Corporation's headquarters in Yellowknife and reports to the Manager, Financial Reporting.

This position has supervised contact on an ongoing basis with the LHO Managers, NWT HC Finance, Programs and District Operations staff and Government of the Northwest Territories (GNWT) Department of Finance staff. The duties of the position have an impact on Local Housing Organizations located across the NWT, who as agents of the NWT HC, provide public affordable housing services at the community level.

The position 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*, the *Societies Act* under which housing associations are incorporated, the *Residential Tenancies Act* under which Rental Officer orders

are granted, the *Creditors Relief Act*, the Rules of the Supreme Court of the Northwest Territories and NWT HC policies, procedures and agreements. The incumbent must also have an introductory understanding of the CPA Canada Accounting Handbook as it relates to operational accounting.

RESPONSIBILITIES

- 1. Assist in developing and updating appropriate financial policies and procedures for LHOs to ensure adequate internal controls are in place to ensure effective financial operation and administration at the LHO level including:**
 - Monitor LHO financial operations and deficiencies in current LHO financial processes and assist in developing and updating financial policies and procedures.
 - Assist in monitoring LHO due to/from accounts with the NWT HC and following up on significant variances;
 - Assist in the implementation of a standardized chart of accounts for all LHOs to ensure consistency and to facilitate the consolidation with NWT HC records; and,
 - Assist in the development of standard procedures related to the use of computerized accounting systems at the LHO level and implementation of new systems.
- 2. Assist in the co-ordination and support of the annual audit including:**
 - Liaise with the external auditors of 24 LHOs, the staff of the Office of the Auditor General and GNWT Department of Finance, Financial Reporting Division;
 - Assist with preparation of financial reports, schedules, analyses and working papers on a timely basis consistent with the audit plan;
 - Assist with the review and resolution of accounting and financial reporting issues raised during the audit as expeditiously as possible.
- 3. Assist with the completion of special projects, including:**
 - Research financial reporting and accounting matters to support recommendations in accordance with the GNWT FAA, FAM and Planning and Accountability Framework, Public Sector Accounting Standards (PSAS) and the NWT HC Act, policies, procedures and agreements; and,
 - Assist with special project analyses related to revenue and expenditures for both capital as well as operations to support reporting requirements related to funding agreements, the year-end audit and the Main Estimates.
- 4. Provide support, advice and guidance to LHOs, in collaboration with NWT HC district staff, in the management of results provided in the annual audited year-end financial statements including:**
 - Enter LHO annual financial results and external auditors' "Management Letter" observations into tracking reports and analyze trends;
 - Coordinate a development plan, with the assistance of the LHO and NWT HC staff, to address audit observations presented in the external auditors' "Management Letter" provided during the annual year-end audits; and,
 - Support year-end audit activities including reviewing and analyzing LHO audit results for compliance with LHO Audit Terms of Reference, prepare OAG and external auditor

working papers, and populate consolidation templates and other year-end support as required.

5. Assist in conducting financial and statistical analysis of LHOs financial data including:

- Maintain database of appropriate year-end financial data for all LHOs; and,
- Provide analysis of LHO quarterly reporting and year-end financial statements as a means of monitoring LHOs financial situation.

6. Provide administrative support to other Finance & Administration functions including:

- Filing, electronic filing, banking, answering phones, greeting visitors, pulling batches and supporting documents, photocopying, data entry and providing general administrative support as required;
- Liaise with Department of Finance FESS section regarding any concerns related to financial accounting information processing and coding matters; and,
- Assist with reconciliations of various general ledger accounts and database systems.

WORKING CONDITIONS

Physical Demands

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

Environmental Conditions

The incumbent works in a generally comfortable work environment with limited possibility of accident or ill health.

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 imposed deadlines. This may increase during certain periods each month I quarter or to meet year-end reporting deadlines. There may be the requirement to travel on an occasional basis to various communities throughout the north, which may require travel by small airplanes and occasionally in inclement weather.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting/bookkeeping practices;
- Knowledge of accounting theory and generally accepted accounting principles;
- Financial management skills;

- Demonstrated organizational skills and attention to detail;
- Strong computer skills including in-depth knowledge of Excel, Word, Power Point, and basic knowledge of various accounting packages;
- Caseware and IDEA Software knowledge is an asset;
- Excellent verbal communication and interpersonal skills, and strong written communication skills;
- Ability to work independently in an organized and effective manner through time management skills; and,
- Ability to write in Plain English in order to communicate complex concepts in plain, brief language.

Typically, the above qualifications would be attained by:

The knowledge, skills and abilities for the above noted are typically acquired by the completion of a Commerce/Business degree with a concentration in Accounting. Enrollment in the CPA Professional Education Program or CPA Canada Advanced Certificate in Accounting and Finance and 1 year's cumulative work experience in a financial, accounting and I or office environment would be considered an asset.

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