

IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Manager, Financial Reporting	
Position Number	Community	Division/Region
93-15482	Yellowknife	Finance Division/ HQ

PURPOSE OF THE POSITION

The Manager, Financial Reporting (Manager) is responsible for the preparation, integrity and accuracy of the annual report, consolidated and non-consolidated financial statements of the Northwest Territories Housing Corporation (NWT HC) and other financial reports. The Manager is responsible for leading the annual audit of the NWT HC 's financial statements in accordance with current reporting standards and guidelines as established by legislation and professional accounting bodies as outlined in the *Financial Administration Act* (FAA), the *Financial Administration Manual* (FAM), the *Planning and Accountability Framework*, the *NWT HC Act*, the *Public Sector Accounting Standards* (PSAS) and the Community Housing Services (CHS) Agreements between the NWT HC and the Local Housing Organizations (LHOs).

SCOPE

Located in Yellowknife and reporting to the Director, Finance and Administration, the Manager, Financial Reporting is responsible for managing all aspects of the NWT HC consolidated and non-consolidated financial statements and financial reporting within the timeframe of approved work plan and the statutory deadline for tabling of the Public Accounts. The Manager is responsible for the Environmental Liabilities account, an area that has significant potential financial implications. The Manager ensures the accuracy of the NWT HC's accounting and financial reporting system(s) through review and reconciliation of the general ledger accounts and is responsible for approval of account codes.

The NWT HC is a Crown Corporation with direct accountability to the Office of the Auditor General (OAG) for the overall financial affairs and year-end audit reporting. Failure to satisfy these reporting responsibilities would result in a violation of the *NWT HC Act*, the GNWT FAA, FAM, and the Planning and Accountability Framework. If NWT HC reporting deadlines are not

met this could result in: non-compliance with legislation or funding agreements, compromising external reporting requirements to the Office of the Auditor General (OAG), the Government of the Northwest Territories (GNWT), and federal funding partners. The NWTHC is responsible for ensuring the timely preparation of audited financial statements for all of its 23 LHOs.

The Financial Reporting Unit within the Finance Division is located in the Headquarters of the NWTHC, and is responsible for providing advice and support to five (5) District controllers and 24 LHO managers. The Manager is responsible for the timely and accurate completion of the NWTHC consolidated financial statements as well as providing management oversight for the Corporation's compliance and reporting requirements with federal funding agreements.

The Manager supervises three staff within the Financial Reporting Unit including: Senior Financial Reporting Advisor, Financial Reporting and Accounting Analyst and an Intern – Financial Analyst.

The incumbent ensures provision of expert professional advice, assistance, training and interpretation to divisions, districts and 24 Local Housing Organizations (LHOs) on issues relating to Financial Administration Act (FAA), the Financial Administration Manual (FAM), the Planning and Accountability Framework, the NWTHC Act, policies, procedures and agreements, the Public Sector Accounting Standards (PSAS) and the Community Housing Services (CHS) Agreements.

The work of the Manager, Financial Reporting, which is critical to ensuring the validity and integrity of the NWTHC's financial statements which impacts the annual Audit by the Office of the Auditor General and recommendations arising from that audit. It is also critical to ensuring the GNWT's consolidated financial statements are completed and tabled in accordance with legislative requirements.

RESPONSIBILITIES

1. Manages the year-end process and preparation of the time-sensitive NWTHC Annual Report (including non-consolidated and consolidated financial statements, management discussion and analysis (MD&A), French translation and other reporting to meet legislative requirements):

- Ensures that the Year End Instruction Manuals, checklists and external auditor LHO Audit Terms of Reference are revised to reflect current accounting standards for the public sector including new accounting policies and procedures as well as enhancements to existing processes where warranted;
- Ensures that revisions to the Year End Instruction Manuals, checklists and external auditor LHO Audit Terms of Reference are issued on a timely basis to all NWTHC Divisions, LHOs and external auditors;
- Provides explanations and advice to all NWTHC Divisions and LHO staff to assist them in complying with yearend requirements;

- Provides advice and assistance on the application of FAA, FAM, PSAS and NWTHC accounting policies on complex issues;
- Coordinates and attends year-end meetings with Regional Controllers, LHO auditors, the Office of the Auditor General and the GNWT for the purpose of reviewing the yearend answering queries raised , resolving issues arising from previous years and identifying potential accounting or reporting problems;
- Reviews, discusses and approves year-end work plans for the completion of LHO audits, consolidated and non-consolidated financial statements;
- Monitors the completion of tasks set out in the yearend work plan;
- Develops and implements new and changed procedures to reduce required for finalization of the financial statements to meet the requirements of Legislative Assembly, the Office of the Auditor General and the Office of the Comptroller General for the GNWT;
- Ensures the Consolidated Financial Statements and the Annual Report are completed and submitted for tabling in the Legislative Assembly within the timeframes stipulated by Legislation;
- Ensures the financial statements adhere to all current financial reporting standards and guidelines as stipulated by CPA Canada and the PSAB;
- Prepares annual presentation packages to assist the President and Vice President Finance and Infrastructure when presenting the Annual Report and Audited Consolidated Financial Statements results necessary to meet the requirements of the Minister of Housing, the Legislative Assembly and other oversight Committees;
- Provides advice and assistance to NWTHC staff, 5 regional controllers and 24 LHO managers on the application and interpretation of current financial reporting standards and guidelines;
- Ensures LHO compliance and advises the Director of Finance and Administration on deficiencies in current LHO financial processes and in conjunction with the Corporate Controller develops and/or updates financial policies and procedures for review by NWTHC senior management; and,
- In conjunction with the Corporate Controller, manages the development and maintenance of standardized LHO and NWTHC:
 - Charts of accounts;
 - Mapping and Grouping structures in CaseWare working paper file; and,
 - Yearend and month-end procedures.

2. Manages the annual audit and acts as chief liaison with external auditors of 24 LHOs, the staff of the GNWT Office of the Comptroller General and the staff of the Office of the Auditor General of the Government of Canada including:

- Ensures all financial reports, schedules, analyses and working papers are provided on a timely basis consistent with the audit plan;
- Reviews and resolves accounting and financial reporting issues raised during the audit as expeditiously as possible;
- Acts as NWTHC key contact for planning and completion of internal audit reviews; and,
- Ensures that senior management is advised of the status of all outstanding issues that require resolution and may affect an unqualified audit report.

3. Manages the assessment and reporting of complex and/or sensitive accounts and loans receivable including:

- Oversees financial accounting and reporting of complex and sensitive arrangements and assess recommendations for debt write-off and forgiveness in accordance with the FAA, FAM, PSAS and the NWTHCA, policies, procedures and agreements;
- In collaboration with the Corporate Controller, District Controllers and LHO's, manages the process for the analysis and reporting of doubtful accounts including providing input on write-off, forgiveness and remission of NWTHC debts for recommendation to the Financial Management Board (FMB) and the Legislative Assembly; and,
- Manages the preparation of senior management and Ministerial Briefing Materials.

4. Manages regular review, analysis and reconciliation of general ledger accounts to database and sub-ledger information to ensure the timeliness, accuracy and integrity of NWTHC reporting systems and SAM for year-end reporting including:

- Monitors and ensures NWTHC general ledger account reconciliations are reviewed monthly on a timely basis and that they have been prepared and filed in accordance with established policies procedures;
- Ensures all ad-hoc and year-end analyses and reconciliations assigned are prepared accurately, reviewed and filed in accordance with established policies procedures on a timely basis;
- Ensures staff assigned to prepare analyses and reconciliations are adequately trained;
- Ensures all reconciliation irregularities are followed up and resolved;
- Ensures all procedures related to analyses and reconciliations are documented and current;
- Approves all analyses and reconciliations prepared by staff; and,
- Manages the general ledger reporting system by approving new accounts and changes to existing accounts ensuring the proper reporting framework is maintained.

5. Leads the Environmental Liabilities account and related financial reporting, including:

- Updates contaminated sites inventory for reporting purposes, including requesting information from the Infrastructure and Assets and Mortgages divisions of the NWTHC to support the current liability;
- Ensures that information obtained and reported in the audited financial statements and for inclusion in the GNWT Public Accounts is of a nature and sufficiency to satisfy the audit requirements of the Officer of the Auditor General of Canada (OAG); and,
- Advises senior management and NWTHC Infrastructure on the appropriate accounting treatment of transactions relating to environmental remediation and interpret policies under FAM to ensure consistent application of the policies and financial reporting in accordance with PSAS.

6. Leads the completion of special projects and related assignments, including:

- Conducts research and recommending changes to NWTHC Accounting policies and financial reporting procedures to conform to guidelines and recommendations of CPA Canada, PSAB and the OAG;
- Provides advice and assistance to district offices and LHOs on accounting policy issues.
- Recommends appropriate accounting treatment for financial transactions. Includes the review of Financial Management Board (FMB) Submissions to assist FMB Analysts in determining the accounting treatment in FMB decisions;
- Coordinates NWTHC responses to the Auditor General's Report to Legislative Assembly and prepares responses on recommendations directly related to the Financial Reporting;
- Conducts review and preparing responses to exposure drafts, research studies, statements of principles, invitations to comment, and surveys issued by CPA Canada and PSAB;
- Participates on working committees affecting areas of NWTHC accounting policy and financial reporting; and,
- Conducts an annual review of the Government Reporting Entity (GRE) as defined in the public sector accounting standards. Review the s entities not included in the GRE based on current criteria for inclusion in the consolidated financial statements; and,
- Coordinates the preparation of briefing materials for Senior Management in anticipation of presentations for the Minister, Standing Committees and the Legislative Assembly including briefing notes, reports and updating actions to date on recommendations of the OAG.

7. Performs the administrative management tasks associated with the direct and indirect supervision of three staff, 5 district controllers and 24 LHO managers.

- Manages activities and assigns workloads for unit staff;
- Provides leadership, training, guidance, direction, motivation , and leave approval;
- Completes regular performance reviews of unit staff;
- Conducts performance development system reviews;
- Sets priorities, and manages task and project control systems; and
- Keeps up-to date on evolving issues.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Workload at peak periods requires overtime. Strict deadlines are imposed by legislation. There may be the requirement to travel on an occasional basis to various communities throughout the north.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of accounting theory, PSAS recommendations and guidelines (financial reporting standards for the public sector).
- Knowledge of computerized Accounting Management systems.
- Proven expertise in the preparation of consolidated and non-consolidated financial statements.
- Strong computer skills including in-depth knowledge of Excel, Word, Power Point, and basic knowledge of various accounting packages.
- Proven Caseware and Caseview expertise.
- IDEA Software knowledge is an asset.
- Strong management and interpersonal skills.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Excellent supervisory skills with a proven ability to train and mentor staff.
- Ability to work independently in an organized and effective manner.
- Ability to write and 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;
- The completion of a Canadian CPA designation (including CA, CGA, CMA legacy designations); and,
- Five (5) years of current progressive financial accounting and reporting management experience, including the complete responsibility for the preparation of complex consolidated and non-consolidated financial statements with hands on experience using CaseWare and CaseView industry standard working paper and reporting software.

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