



## **IDENTIFICATION**

Department	Position Title	
Housing NWT	District Controller	
Position Number	Community	Division/Region
93-4547	Inuvik	Beaufort Delta District Office

## **PURPOSE OF THE POSITION**

The District Controller is responsible to provide financial management services and internal controls related to District Operations including the Operations and Maintenance (O&M) and Capital budgets delivery. This position is also a key contributor in supporting the District Director in the management of the district office and the overall priority to achieving the broad goals and objectives of the Corporation. This position reports to the District Director as the line manager and has functional reporting requirements to the Vice President, Finance & Infrastructure Services in Headquarters.

To assist, advise and monitor Local Housing Organizations (LHO) in managing their annual operating budgets in accordance with generally accepted accounting principles, Corporation's program policies, procedures and operating manuals, and community agency partnership agreements, to ensure effective financial operations and administration and to foster community development in the Beaufort Delta District.

This position works within a Legislative and Policy framework and carries out its responsibilities in accordance with the Government of the Northwest Territories (GNWT) Acts, regulations, policies, and corporate procedures that include but are not limited to the *Housing NWT Corporation Act* and Regulations, the *Financial Administration Act*, the Financial Administration Manual and the *Territorial Lands Act* and Regulations.

## **SCOPE**

The District Controller is located in Inuvik at the Housing Corporation's Beaufort Delta District office. The incumbent reports directly to the District Director. The District Controller has fiduciary responsibility for the Financial, Human Resource and Administrative Affairs of the District; 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 the District Office and LHOs, 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 District Controller have an impact on the District Office, LHOs, contractors and individual Corporation clients in the Beaufort Delta District. The Incumbent is also responsible for the financial operation of eight (8) communities housing agencies in the Beaufort Delta District.

The magnitude of the budget impacted by this position is \$ 6.4 million in Capital; \$ 1.9 million in O&M District Operations; \$6.8 million in LHO Contributions; and \$ 7.7 million in Mortgages & Loans.

Three (3) employees report to the District Controller.

## **RESPONSIBILITIES**

### **1. Assist, advise, and monitor eight (8) LHOs in managing their financial affairs to ensure effective financial operation and administration.**

- Explain Corporation budgeting process and provide guidelines for the preparation of annual cash flow plans.
- Perform internal reviews and monitoring services.
- Provides training and/or mentoring function to the Local Housing Managers.
- Identify problems with existing financial procedures within the operation of LHO and assist in the design and Implementation of the necessary improvements.
- Implement corporate financial initiatives at a Local Housing level.
- Provide assistance and support to the LHO in the completion of the year-end working papers.
- Reconcile the due to/from amounts between the LHO and the Corporation.
- Monitor and assist external auditors by reviewing the draft year-end financial statements prior to releasing the final report and ensure that the audit terms of reference were adhered to.
- Review auditor's recommendations and prepare replies and directions to the Board of Directors.
- Provide reporting to the Finance Division to identify problem areas and suggested solutions as required.
- Monitor financial performance of the LHO on an ongoing basis and develop "Deficit Management Plans" in conjunction with LHO to assist those LHO that have accumulated significant deficits.

### **2. Provide financial management and control of District finances to ensure that all applicable financial policies, procedures, directives, and regulations are followed.**

- Ensure that the Corporation's purchasing, tendering, and contracting procedures are correctly followed including liaising with GNWT's Procurement Shared Services

- Review all contract documents, change orders, purchase orders and agreements before they are signed and ensure that eProcurement is utilized in accordance with published standards.
- Prepare internal Capital project reports and ensure allotments are available for project completion on a timely basis.
- Prepares and analyzes monthly and quarterly Capital budget status reports in consultation with District staff and presents them to Senior Management.
- Performs or manages controllership functions for the district including reviewing account coding, operating and maintenance variances and budget change submissions.
- Liaise with the GNWT's Financial Shared Services on any issues or questions related to their provision of payment/commitment authority on NWTHC transactions.
- 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.

**3. Administer the financial aspects of the Loan and Mortgage Program to ensure that client files and documentation are complete and that mortgage payments are processed in a prompt and accurate manner.**

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

**4. Provide assistance to District staff and LHO on land related matters to ensure that assets are safeguarded and the guidelines and procedures respecting the administration of land inventory are followed.**

- Administer District office operations including human resources, finance and administration policies and provide support services to District staff on an on required basis.
- Maintain the Corporate computerized controllable Asset Inventory system for the District.
- Provide Human Resource advice & assistance in the areas of staffing, labour relations, performance reviews, leave management; as well as serve as the District Office Human Resources liaison with the Department of Human Resources.
- Provide for the purchase and maintenance of microcomputer hardware and software as approved by the Information Services Section in Head Office.
- Ensure District office records are managed in accordance with the Corporate ORCS/ARCS/DIIMS file management system to support file classification, records retention schedule and vital records program.

5. **Commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.**
6. **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 LHO staff.**
7. **Act as a member of the District's Senior Management team to plan and co-ordinate budget development, capital planning, program targeting and program and capital delivery for the District and the achievement of ongoing Corporate goals and objectives.**
8. **An additional responsibility is an awareness of any actual, suspected, or alleged fraud activities affecting the Corporation or its agents and reporting these matters directly to the Vice President, Finance & Infrastructure Services.**

### **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 generally accepted accounting principles (GAAP), generally accepted auditing standards, public sector handbook accounting standards, financial analysis and fiscal planning.
- Knowledge of financial activities in a corporate environment.
- 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.
- Organizational skills.

- Computer skills including in-depth knowledge in computer software application using PC software, ACCESS, MS Word, Excel, Windows and off the shelf accounting software.
- Communication skills, both orally and in writing, in order to communicate effectively in meetings and through presentations in a workshop setting.
- Ability to operate effectively in a cross-cultural environment.
- 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:**

The completion of a Canadian professional accounting designation (CGA, CMA, CA or CPA) and three (3) years of working experience in Financial Management, and one (1) year of Supervisory experience.

Equivalent combinations of education and experience will be considered.

**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