IDENTIFICATION

Position Number	*Position Title*	
27-94048	**Financial Analyst**	
Department	*Division/Region*	*Location*
Dogrib Community Services Board	**Finance and Administration**	**Rae, NT**

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result.)

The Financial Analyst will coordinate month end activities, process and analyze variance information for managers, and train other finance staff in new procedures and processes. This position is considered to be interim position during a period of rapid financial procedural changes and several concurrent maternity leaves.

SCOPE

(Describe in what way the position contributes to and impacts on the organization.)

The Financial Analyst reports to the Director of Finance and Administration of the Dogrib Community Service Board. This position is located Rae-Edzo and provides financial analyst services to the Dogrib Community Services Board, three health centres and the five Community Education Councils.

The DCSB is unique within the Northwest Territories as it is the only integrated education/health and social services board within the NWT. As a result of this integration, the board must deal and work within 2 fiscal years, 2 different payroll systems, 2 different collective agreements (UNW & NWTTA), 2 separate budgets and 2 different funding departments (Health and Social Services and Education, Culture and Employment).

The Financial Analyst provides ongoing financial management services including assisting in the preparation, analysis and monitoring of a multi million dollar budget. Detailed knowledge of GAAP facilitates implementing, coordinating and monitoring accounting policy and procedures. The candidate is familiar with all programs and projects and maintains an effective working relationship with all program managers.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished.)

1. Exercises payment authority up to $50,000 in order to pay contractors and vendors on'time, using due diligence to ensure transactions are in compliance with contract stipulations and in accordance with GNWT financial acts, regulations and policies.

Main Activities:

. Reviews and monitors spending authorities for payments/invoices against budget/funding allocations to verify sufficient funds are available for the specific activity.

. Reviews documents processed by clerical staff to ensure that all Finance staff are following the correct procedures.

· Trains new or returning staff on new procedures and policies.

. Analyzes documents to ensure that contract administration and payment compliance is adhered to, that payment is reasonable considering the work completed, and, signs approval for payment.

2. Reviews monthly variance reports and makes specific recommendations to the Director of Corporate Services, or program managers.

Main Activities:

. Discusses variances with program managers to obtain explanation for differences. Identifies requirements for further investigation on variances, discusses options with program managers and recommends to the Director of Finance and Administration alternate ways to re-allocate program funding to meet the demands of managers or department.

3. Receives, reviews and processes major incoming revenues resulting from contribution agreements with the government, Bands, agencies and other departments and follows up on aged accounts in accordance with GNWT financial Acts, regulations and policies to ensure that all billings and payments are prompt so that the credibility of programs which generate revenues and recoveries are maintained and that receivables may be realized in cash as quickly as possible.

4. Ensures procedures and controls are in place in accordance with GNWT and DCSB policies and procedures for regional records and controllable asset transfers, storage, maintenance and disposal for all departments in the region to make records available to authorized employees and to ensure maximum utilization of surplus assets.

Main Activity:

. Trains staff and perform periodic reviews of applicable records and processed documents to ensure procedures are followed.

5. Ensures all periodic accounting functions are performed timely and accurately; this includes monthly and yearly closing activities, annual audit preparation, and contribution agreement reporting.

Main Activity:
Writes and executes journal vouchers, performs the bank reconciliation, other account reconciliation, create reports, organizes reporting for Federal contributions, and other related duties.

No positions report directly to the Financial Analyst:

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.)

Knowledge of generally accepted accounting principals and experience in the application of accounting theories and principles in order to recognize when complex and varied financial transactions require further investigation to ensure compliance with GNWT Financial Acts, regulations or policies or other Federal or Territorial legislation.

Ability to communicate effectively with clients in order to gain their compliance with required financial procedures and to minimize conflicts.

These skills are normally acquired through completion of a university degree, specializing in accounting, or an equivalent education. Experience in similar positions is an asset.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. **Express frequency and duration of occurrence** of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue.)

The Financial Analyst works in a typical office environment with natural light and the ability to get up and move about freely. The majority of time is spent in a sitting position at a workstation.

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed.)

Financial Analyst performs duties in a comfortable, temperature-regulated office environment.

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy.)

The Financial Analyst must focus for extended periods of time on a computer terminal screen when keying and auditing data that can cause fatigue and eye strain.

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examplés.)

The Financial Analyst position is susceptible to an above average amount of work-related stress.