



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Finance	Assistant Director, South Slave/Dehcho	
Position Number(s)	Community	Division/Region(s)
15-13940	Fort Smith	Financial and Employee Shared Services, South Slave/Dehcho

PURPOSE OF THE POSITION

The Assistant Director South Slave/Dehcho, Financial and Employee Shared Services (Assistant Director) is responsible for management for the Service Partnership Agreements (SPA's) in the South Slave/Dehcho region, which entails client relations, performance metrics and agreement modifications. The position is also responsible for operations by ensuring that financial processing activities are in accordance with relevant Federal and GNWT Statutes legislation, regulations, policies, departmental procedure and Generally Accepted Accounting Principles (GAAP).

SCOPE

Reporting to the Executive Director of GNWT Financial and Employee Shared Services (Executive Director), this position is accountable to clients pursuant to the SPAs. The incumbent provides strategic and operational advice to the Executive Director on shared service operations, technical accounting issues, customer satisfaction, continuous improvement activities, communication, employee engagement, performance and employee development.

GNWT Financial and Employee Shared Services (F&ESS) is responsible for providing a range of employee and financial services for all GNWT Departments, NWT Housing Corporation, boards, agencies, authorities and includes operational offices in Yellowknife, Fort Smith, Hay River, Fort Simpson, Norman Wells and Inuvik. Under the shared services model, these responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands.

The position is responsible for liaising with client Departments to ensure the timely provision of accurate and relevant financial information to assist in the preparation of Business Plans,

Main Estimates and variance reporting. The position also ensures accurate processing of payroll information and various components of benefits administration for GNWT employees in various employment groups.

This position maintains a working relationship with the Departments' Director of Finance, their staff and other stakeholders (i.e., Administration personnel) with respect to financial transactions.

The position is also a senior designated Accounting Officer for all Departments and the NWTHC in the regions pursuant to the Financial Administration Act; the incumbent is also responsible to ensure all commitments and expenditures are appropriately authorized and in compliance with governing legislation, regulations and policy. Transactions must be accounted for in accordance with GAAP for the Public Sector which are issued by the Public Sector Accounting Board of the Institute of Chartered Accountants of Canada (PSAB).

The position is primarily maintaining customer relationship with a client service focus to meet service standards agreed to in the SPA's, however the position also needs to ensure sound internal controls and comptrollership functions in the region by ensuring proper systems, processes and internal controls are in place to manage and report on expenditures, revenues and accounts.

The Assistant Director oversees three (3) Managers of Operations, which are responsible for supervising Regional Financial and Employee Shared Services staff, and is responsible for the administration of benefits and payroll, and comptrollership function and financial transaction processing. These Regional positions' responsibilities include producing payroll and remittances, employee benefit administration including employee medical travel, payment to vendors, cheque and financial report distribution for regional departments, printing and safekeeping of all cheques, and managing bank deposits.

RESPONSIBILITIES

- 1. Ensure the South Slave/Dehcho Financial Shared Service Centres responds to client needs in the most efficient, effective and economical manner possible:**
 - Develop, maintain and manage the Service Partnership Agreements (SPA) for the region
 - Build and maintain solid working relationships with Departmental Regional Superintendents and Directors
 - Monitor, track and take corrective measures to agreed performance metrics as outlined in the SPA's
 - Represent the Department on each respective Regional Management Committee
- 2. Represents all GNWT Departments and the NWTHC as the Senior Accounting Officer in the Northwest Territories pursuant to the *Financial Administration Act (FAA)*. This requires monitoring of expenditure control responsibilities prescribed under the *FAA*.**
 - Balance comptrollership duties with the client service role of financial shared services. This will require ongoing communications with RMC/SMC members,

program managers, and employees to facilitate management practices that are consistent with their goals to deliver programs effectively and efficiently within the financial management framework of the GNWT.

- 3. Leads the Financial and Employee Shared Services team, ensuring that approved objectives and budgets are met in an effective manner while ensuring a continuous improvement philosophy.**
 - Balances the provision of services to client GNWT departments, NWTHC, boards, agencies and authorities with the human resource capabilities of the division
 - Develops, controls and manages the Regional centre budget within authorized limits
 - Prepares variance reports for regional operations for submission to the Executive Director
 - Coaches and motivates staff to continually maximize team performance
 - Create cross-training and professional development opportunities for staff
- 4. Provides strategic and operational advice to the Executive Director on shared service operations, customer satisfaction, continuous improvement activities, communication, employee engagement, performance and development.**
 - Lead continuous improvement activities through business process and operational guideline improvements to improve customer service and increase overall effectiveness of the centres throughout the Northwest Territories.
- 5. Oversees all pay, benefits, and financial processing activities are completed in accordance with relevant Federal and GNWT legislation, regulations, policies, procedures, agreements and Generally Accepted Accounting Principles (GAAP).**
 - Ensures proper systems, processes and internal controls are in place to manage and report on expenditures, revenues and accounts.
 - Develop and ensure internal processes and systems are maintained for day-to-day management of pay, benefit, and financial operations
 - Develop and ensure internal processes and systems are maintained to facilitate the reporting, monitoring and recovery of cost shared agreements
 - Guides the management team in the shared services centres to ensure personnel, pay, and accounting records are prepared and maintained for client departments in accordance with Federal and GNWT legislation, regulations, policies, procedure, agreements and GAAP
- 6. Directs the ongoing analysis and advice regarding onboarding, off boarding and maintenance of employee payroll and benefit entitlements ensuring accuracy and adherence to business processes, federal and territorial government policies, agreements and financial regulations.**
 - Oversees onboarding documents to ensure accuracy and adherence to business processes, federal and territorial government policies, pension and financial regulations
 - Manages all related transactions and adjustments to ensure they are in accordance with Federal and Territorial statutes, regulations, agreements, policies and procedures

- Actively monitors the identification and distribution of priorities for processing transactions to ensure employee records are maintained in a timely and accurate manner
- Ensures the effective management of the off boarding transactions to ensure compliance with federal regulations and agreements
- Prepares briefing notes for escalated client inquiries

7. Responsible for ensuring compliance with all Payroll transaction processing and timely submission of all Federal and Territorial legislation, regulations, policies, agreements, contracts and department business processes.

- Oversees relevant documents to ensure accuracy and adherence to business processes, federal and territorial government legislation, regulations, policies, contracts and agreements
- Oversees the maintenance of employee payroll records to ensure all adjustments, rulings and recording of liabilities are processed in a timely and accurate manner
- Actively monitors the timely submissions of Records of Employments and Pension document submissions and the Final Pay process to ensure compliance with legislation

8. Responsible for ensuring accuracy of employee data in the Human Resources Information System (PeopleSoft).

- Ensures regular reviews of applicable system reports for employee's data (job data, benefits panels, additional pay, general deductions) to ensure smooth application of benefits, rehires, extended leaves and terminations.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The position requires is subject to frequent changes in priorities, competing demands and tight deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience working in an automated financial environment, preferably in a public service setting
- Negotiation skills to support making and managing agreements and relationships with client departments
- Ability to understand and be responsive to client needs
- Knowledge and experience in leading, supervising, managing and motivating staff
- Strong communication skills, both verbal and written
- Working knowledge of generally accepted accounting principles
- Ability to understand relevant financial acts, manuals, regulations, policies and procedures
- Ability to interpret financial statements and reports
- Ability to organize time effectively and meet deadlines
- Ability to respond effectively to changing priorities and deadlines
- Ability to work with people in an effective, tactful manner

Typically, the above qualifications would be attained by:

These skills are normally acquired through the successful completion of a relevant degree or a professional accounting designation, and at least five (5) years directly related experience including at least three (3) years supervisory experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- X Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one)

- ☐ French required
- ☐ French preferred
- X French not required