



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Financial Coordinator, Early Childhood and K-12	
Position Number	Community	Division/Region
71-15705	Yellowknife	Finance and Capital Planning/HQ

PURPOSE OF THE POSITION

The Financial Coordinator Early Childhood and K-12 (Kindergarten to Grade 12), administers a full range of financial and accounting services on behalf of early childhood development and K-12 education programs within the mandate of the Department of Education, Culture and Employment (ECE).

SCOPE

Located at Headquarters in Yellowknife, the Financial Coordinator, Early Childhood and K-12 (Coordinator), reports to the Manager, Financial Operations in providing financial accounting, and provides support to the Finance and Capital Planning division. The Coordinator also has a functional reporting relationship to the Director, Early Childhood Development and Learning (ECDL); Director, Education Operations and Development (EOD); Director, Health, Wellness and Student Support (HWSS); and Director, Teaching and Learning (T&L).

The services performed by this position include financial and accountability functions that are delegated to, or required to be performed by, all departments under the *Financial Administration Act* and related regulations, Government of the Northwest Territories (GNWT) policies, guidelines, procedures, and internal ECE practices. For the most part, these responsibilities are included in the GNWT's Financial Administration Manual or other specific direction from central agency departments including ECE's Finance and Capital Planning (FCP); Finance; and Infrastructure. These responsibilities include, but are not limited to: budget development; monitoring and analysis; administration of financial controls; financial account management; administration of third party funding; financial reporting and analysis; collection of revenues; payroll distribution and human resource statistical data for planning purposes; payables and receivables; and contract and procurement administration.

ECE is a large department responsible for about 20% of the GNWT's total budget.

ECE is organized into four program activities: Early Childhood and School Services; Culture, Heritage and Languages; Labour Development and Advanced Education; and Income Security. The organizational structure consists of a number of varied divisions and five regional offices to manage all the programs within ECE's mandate, and provide internal management and administration support.

Programs, services, and support for development and education of young children and students makes up a significant component of ECE's mandate. Although closely interrelated, these responsibilities are so broad and complex that they are divided into five divisions: ECDL; EOD; HWSS; Indigenous Languages and Education (ILE); and T&L. Most programs are responsible for developing and implementing policies, guidelines, frameworks, strategic initiatives, and accountability measurement tools for programs and services that are delivered to the public by third parties. These third parties include Education Authorities (Boards, Councils and local Authorities) and day care facilities.

The over-arching mandate of these divisions is by legislated authority.

Strong financial management including budgeting, accounting, financial accountability, financial operations, and reporting are essential to ensure both effective delivery of these programs and services, and that there is adequate accountability.

RESPONSIBILITIES

1. Responsible to develop and monitor divisional budgets and related budgetary documents:

- Prepare and consolidate budgetary exercises including the annual Main Estimates, Quarterly Variance and Forecast Reports, and supplementary funding submissions;
- Review, verify, and analyze financial information for submission as part of the Business Plan and Main Estimates process in consultation with related program Directors and Managers;
- Draft and/or participate in the preparation of Financial Management Board (FMB) submissions including developing tables and appendices in support of funding requests;
- Prepare briefing material, financial analysis, and other support documentation. This includes briefing material for the Minister of ECE, FMB, Standing Committee, and Legislative Assembly as well as other documentation requested from time to time;
- Coordinate the annual budget spread/cash flow exercise;
- Develop and maintain internal financial processes and systems for ongoing monitoring and management of the budget. This includes making use of and applying tools and reports available as part of SAM and other automated programs and applications;
- Maintain budgetary and related briefing documents;
- Identify potential problems including anticipated shortfalls, significant lapses and other concerns, and bring to the attention of Supervisor; and
- Recommend corrective action as required.

2. Responsible to initiate and manage financial analysis and forecasting:

- Determine and perform required financial analysis of budgets, programs, or specific items that are politically sensitive or may have significant impact on operations;
- Develop and manage information systems for forecasting Compensation and Benefits, Grants and Contributions, and O&M for inclusion into variance reporting;
- Analyze monthly and quarterly expenditures and variances;
- Identify and bring to the attention of Supervisor, related Director, and/or Program Manager any potential concerns;
- Develop regular reports for related Program Directors and Managers;
- Review and analyze monthly free balance reports;
- Compare free balance reports to quarterly variance projections and adjust projections as required;
- Review various financial management reports on a monthly basis;
- Identify information gaps, inaccuracies, and other concerns;
- Initiate corrective action or make recommendations;
- Coordinate and prepare monthly operation adjustments; and
- Review monthly payroll distribution reports.

3. Responsible to manage day to day financial operations, including contracts:

- Monitor financial operations to ensure finances are managed according to legislation, policies and procedures, and generally accepted accounting principles;
- Monitor expenditures to ensure adequate budgetary controls are in place and maintained;
- Provide financial and accounting advice, direction, and leadership;
- Manage accounting and financial systems including maintaining full and accurate accounting records (primarily through SAM);
- Implement and maintain appropriate internal financial controls;
- Ensure all expenditures comply with accounting and expenditure requirements;
- Ensure any revenues and recoveries are managed, accounted for, and collected on time in accordance with government legislation, policy directives, and procedures;
- Monitor spending to ensure budget limitations are not exceeded;
- Recommend corrective action as necessary;
- Monitor purchasing practices and the purchasing system;
- Review purchasing documents for completeness and accuracy;
- Review, monitor, and verify spending authorities;
- Ensure compliance with legislation, policies, and procedures as they pertain to contract administration;
- Assist program delivery staff to prepare documentation for contracts (Terms of Reference, Request for Proposals, and contracts) in accordance with GNWT contracting regulations and guidelines;
- Administer supplier and contractor payment and maintenance records in accordance with the Financial Administration Manual;
- Review contracts for completeness and accuracy;
- Coordinate contract administration and commitment of funds with the Department of Infrastructure, Procurement and Shared Services Division (PSS);

- Inform Supervisor, appropriate Program Director, Program Manager or other staff when policies have not been followed or adhered to;
- Provide alternatives available to resolve or corrective action when required;
- Initiate payments and ensure invoices are consistent with terms of contract; and
- Maintain contract log.

4. Responsible to oversee grants and contributions provided to third parties:

- Establish and maintain a register of the Divisions' grant and contribution agreements;
- Develop cash flow payment schedule for each contribution in accordance with terms of contribution agreements;
- Collaborate with program staff when preparing contribution agreements to ensure agreements are in compliance with GNWT financial legislation and guidelines;
- Recommend financial terms and conditions that should be added, deleted, or amended in contribution agreements;
- Ensure financial terms and conditions of contribution agreements are being met;
- Initiate payments and reconcile contribution payments to SAM reports;
- Review financial statements received from third parties and provide recommendations for acceptance or required follow-up to Supervisor and Program Director;
- Initiate necessary steps to recover monies owed back to the department; and
- Provide strategic advice to Director and Program Managers with respect to financial components of contribution related programs and services.

5. Responsible to initiate, coordinate, and manage financial reporting and year-end closing:

- Prepare, maintain, and provide regular financial reports to Supervisor and relevant Program Director;
- Highlight or bring any necessary or appropriate information to the attention of Supervisor and other senior staff;
- Prepare required year-end closing entries and required schedules within timelines set out in year-end procedures; and.
- Train program division staff and other staff within FCP division on specific aspects within the responsibilities of this position. This could include but not limited to SAM inquiry, SAM reports, variance analysis and forecasting, contract administration, FMB submissions, and preparing briefing notes.

WORKING CONDITIONS

Physical Demands

No unusual conditions.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual conditions.

Mental Demands

No unusual conditions.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven financial management skills to prepare and analyze budgets and financial reports, financial statements, and variance reports easily understood by the reader;
- Strong critical thinking that enables the review and analysis of complex financial issues concerning budgeting and expenditures;
- Ability to apply accounting concepts and principles to create useful information to support decision making;
- Ability to recognize transactions requiring further investigation to ensure compliance with GNWT *Financial Acts*, regulations or policies, or other Federal and Territorial legislation;
- Strong oral and written communication and research skills to develop financial policies;
- Demonstrated communications and interpersonal skills to effectively engage with staff, clients, and various partners;
- Excellent organizational and time management skills to meet continuous deadlines and expectations from clients and stakeholders;
- Excellent computer skills including experience with various accounting systems and MS Office Suite; and
- Proven ability to assess process gaps, initiate workable solutions, and follow through to completion of project based work.

Typically, the above qualifications would be attained by:

Completion of a Bachelor’s Degree in Business Commerce or a related degree, and for non-Canadian institutions the equivalency must be provided;

The completion of a recognized Canadian Professional Accounting Designation (CGA, CA, CMA, and CPA); and

Three years of related current work experience including senior financial analytical responsibilities.

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:

Required

Preferred