



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Financial Analyst, Emergency Response and Recovery	
Position Number	Community	Division/Region
21-17761	Yellowknife	Emergency Management/HQ

PURPOSE OF THE POSITION

The Financial Analyst, Emergency Response and Recovery, is responsible for supporting the delivery of financial management and administration services related to emergency response and disaster recovery claims, expenditures, and reimbursements, including the reimbursement of eligible costs to residents, businesses, community and Indigenous governments, non-government organizations, and Government of the Northwest Territories (GNWT) departments, and public agencies, submission of claims for reimbursement of GNWT disaster expenditures from the federal government, and providing financial analysis, reporting, and advice. This work is done within the context of federal and GNWT legislation, regulations and policies, and the political, social, and economic context of the Northwest Territories (NWT) in a manner that directly affects the achievement of the mandate and priorities of the Department.

SCOPE

The Financial Analyst, Emergency Response and Recovery is located in Yellowknife and reports to the Manager, Emergency Response and Recovery Finances. The Analyst is responsible for supporting the delivery of financial management and administration services related to emergency response and disaster recovery. This work is done in collaboration with Finance and Administration staff to ensure consistent application of departmental financial policies, data integrity, standardized reporting, and audit readiness.

The Department of Municipal and Community Affairs (MACA) is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, provide public programs and services essential to good community life, and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. MACA accomplishes this mandate through supporting capable,



accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.

The Financial Analyst carries out financial reporting and audits, and provides analytical support and advice related to the delivery of GNWT and federal disaster assistance policies and programs, including projections, corrections, and the monitoring of all asset and liability general ledger accounts related to disaster assistance policies. The incumbent completes complex reconciliations and ensures disaster expenses are properly recorded in accounting records to allow for reimbursement of eligible expenditures under the NWT Emergency Plan, GNWT Disaster Assistance Policy (DAP) and the federal Disaster Financial Assistance Arrangements (DFAA) and Emergency Management Assistance Program (EMAP).

The Financial Analyst works closely with financial analysts and officers and the Federal Agreement and Capital Planning Specialist in the MACA Finance and Administration division to ensure all emergency management financial activities align with departmental financial frameworks, reporting standards, and audit practices and to ensure a shared understanding and consistency in financial controls and reporting. The incumbent provides financial advice related to emergency response and disaster recovery across the Department, and collaborates and coordinates closely with counterparts across the GNWT, federal, community, and Indigenous governments.

The Financial Analyst has a high degree of latitude and accountability and is expected to be able to work within broad practices and procedures covered by functional precedents and policies under limited supervision from the Manager. This position operates in accordance with Generally Accepted Accounting Principles (GAAP), GNWT Acts, regulations, policies and procedures that include the *Financial Administration Act* (FAA), the *Financial Administration Manual* (FAM), *Contract Regulations*, and various departmental policies and procedures to maintain professional standards, in accordance with the Public Sector Accounting Board (PSAB). Failure to effectively carry out the responsibilities of the position could result in reputational harm and diminished confidence in the Department and the GNWT, which may result in injury or harm to residents and businesses.



RESPONSIBILITIES

1. Carries out financial analysis for emergency response and disaster recovery expenditures and supports ongoing financial management and control of the GNWT's disaster recovery budget.

- Provides interpretations on financial matters in accordance with financial authorities and requirements including the FAA, FAM, and regarding GST, etc. to senior management, managers and staff.
- Analyzes and interprets financial legislation, regulations, policies and directives issued by the control agencies of the GNWT and federal government as it relates to emergency response and disaster recovery financial matters, including the NWT Emergency Plan, DAP, DFAA and EMAP.
- Evaluates and recommends alternative approaches to achieving disaster recovery objectives consistent with the spirit and intent of the FAA, its regulations, and policies and directives of the GNWT.
- Works with the Finance and Administration division and Financial and Employee Shared Services (FESS) to implement the DAP, provide input into Interpretation Bulletins, and support the interpretation and implementation of related policies and procedures.
- Conducts internal reviews of headquarters and regional disaster recovery financial activities to identify weaknesses and gaps in systems and procedures, and to make recommendations on areas for improvement.
- Works in coordination with the Finance and Administration division and liaises with the Office of the Comptroller General regarding financial reporting on emergency response and disaster recovery.
- Coordinates information requests for financial audits relating to emergency response and disaster recovery costs.
- Prepares invoices for payment, ensuring that appropriate supporting documentation is attached, and that invoices are coded correctly to allow expenses to be segregated and aggregated according to disaster event, using the required coding in the GNWT's accounting system (e.g. Program Code, Project ID, Project Activity Code).
- Initiates contact with, and responds to vendors, consultants and contractors regarding queries to maintain client satisfaction and adequate internal controls.
- Responds to queries of the Office of the Auditor General of Canada (OAG) representatives, in coordination with Finance and Administration division staff, by providing working papers, and answering audit enquiries, as required.
- Responds to queries from stakeholders and those accessing GNWT and federal disaster assistance programs, including GNWT departments and agencies, community and Indigenous governments, businesses and residents.
- Monitors, analyzes and ensures the integrity of the GNWT's geographic tracking of expenditures and revenues.



- Collaborates with Financial Analysts within the Finance and Administration division to align reporting formats, procedures, and reconciliation processes across the Department.
- Adapts financial practices and procedures to best meet the needs of the organization and territorial and federal recovery programming.
- Provides information as needed by developing graphs, charts, and presentations.
- Ensures consistency of financial records, account coding, and documentation between the Emergency Management and Finance and Administration divisions to support audit readiness and streamlined reporting.

2. Supports the payroll and balance sheet General Ledger (GL) accounts within the Emergency Management Activity.

- Reviews monthly revenue and receivable accounts for the Activity to ensure revenues and recoveries from clients are accurately recorded and promptly collected.
- Reviews the Activity's general ledger accounts to ensure that balances are current, and adjustments are made in a timely manner.
- Completes monthly General Ledger reconciliations applicable to emergency response and disaster recovery finances (e.g. Receivable from Public Safety Canada, Deferred Revenue, Accrued Liabilities, and Accounts Payable), working with Financial Analysts in the Finance and Administration division to ensure consistent reconciliation procedures and standards across the Department.
- As required, acts as the Activity's SAM expert to coding problems, the preparation of fiscal year-end schedules related to emergency response and disaster recovery for the GNWT Public Accounts, including proposing post-closing adjustments, as required and in coordination with the Finance and Administration division.
- Develops and implements effective management reports for managers and senior managers and ensures they are trained in the use of these reports.
- Ensures senior managers and managers in the Emergency Management division receive SAM reports as required, initiating new user-defined reports, and recommending deletion of unnecessary or redundant reports.
- Reviews reports with senior managers and managers in the Emergency Management division to see what best suits each individual area's needs.

3. Participates in the development of GNWT DFAA and EMAP funding submissions.

- Supports cost recovery efforts related to GNWT emergency response and disaster recovery costs with the federal government, including ensuring all documents are prepared and available for third-party specified audit procedures to support the completion of the GNWT submission to Public Safety Canada.
- Prepares the financial elements of the GNWT's emergency response and disaster recovery DFAA and EMAP applications for review and approval.



- Ensures that sufficient and appropriate backup information is obtained and maintained for expenditures incurred by other GNWT departments and community governments in an emergency to confirm the eligibility of costs under the DFAA or EMAP, as applicable.
- Maintains records and file documentation in accordance with DFAA and EMAP requirements and for audit purposes.
- Responds to queries by Public Safety Canada representatives by providing background information for claims and answering audit enquiries when required.
- Provides input on policy and procedural updates to the DAP, DFAA, and EMAP.

4. Provides financial advice related to emergency response and disaster recovery.

- Provides interpretation and support for territorial disaster assistance programs, including helping inform recommendations as to whether to apply territorial disaster assistance programs to a specific disaster event.
- Responds to program and process queries from stakeholders, partners, and colleagues.
- Provides training to senior managers, managers and departmental staff in regions and headquarters on various financial issues related to emergency response and disaster recovery.
- Provides training to divisional staff on a variety of financial areas as it relates to disaster recovery; for example, the GNWT's System for Accountability and Management (SAM), contracting procedures, protocol, required forms, etc.
- Provides advice and information across the Department to support Department-wide adherence to financial standards, in coordination with the Finance and Administration division.
- Provides internal GNWT support for queries related to the eligibility of expenditures under the DAP, DFAA and EMAP.
- Provides expert financial advice and analysis on changes to DFAA and implications for the DAP.
- Provides financial advice and guidance to regional emergency management coordinators.
- Supports MACA policy staff by preparing and revising briefing materials and other documents for sessions of the Legislative Assembly, Standing Committee, Committee of the Whole, and Responses to Members of the Legislative Assembly related to emergency management finances.
- Prepares and provides input into Financial Management Board (FMB) submissions, including forced growth, new initiatives, and supplementary appropriations, and other submissions and updates as needed, in coordination with the Finance and Administration division.
- Prepares Ministerial correspondence and responses to commitments made related to emergency response and disaster recovery finances and accounts.



5. Supports strategic financial planning and budgeting for emergency response and disaster recovery activities.

- Develops historical trend analysis of the GNWT's disaster recovery expenditures and revenues.
- Provides input on divisional financial planning and budgeting for disaster recovery activities.
- Prepares projections and analyzes variances and data relating to emergency response and disaster recovery.
- Monitors and analyzes the free balance in the disaster recovery budget and provides financial reports on a weekly and monthly basis.

6. Supports emergency response during major events by coordinating and delivering emergency response and recovery programming as part of Incident Management Teams (IMTs) or Recovery Management Team.

- Acts on a standby on-call rotation throughout the year and must be available to respond to emergency management issues and response activities during periods of increased risk to communities.
- During an emergency response, assumes a leadership role on the territorial IMT as Finance Section Chief, as and when required.
- Reviews emergency management activities to determine consistency with the FAA, FAM, *Emergency Management Act* (EMA), and GNWT procurement policies.
- Provides advice and carries out financial management activities to ensure compliance with the FAA, FAM, EMA, and GNWT procurement policies, in coordination with the Manager, Financial Services.
- Advises on implications of financial assistance and recovery decisions and activities.
- Maintains emergency event files of emergency response and recovery decisions, activities and expenditures in support of emergency response and disaster recovery activities and claims.
- Supports the After-Action Review process and recommends improvements to all components of disaster assistance and recovery plans and programs.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.



Mental Demands

In the event of emergency response situations, the incumbent may be required to work extended hours in a crisis management role. The incumbent will be on call periodically 24/7 during those times.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of professional standards provided by the Public Sector Accounting Board (PSAB).
- Knowledge of accounting procedures, generally acceptable accounting principles (GAAP) theories and practices and the ability to interpret and apply the accounting and financial reporting standards of the Chartered Professional Accountants of Canada (CPA Canada).
- Knowledge of financial planning and budget development concepts.
- Knowledge of electronic accounting systems and concepts.
- Knowledge of economic theory, principles, development, analysis, and evaluation.
- Knowledge of budget development, budgeting processes, financial analysis and reporting, including the ability to prepare financial reports and statements.
- Knowledge of financial planning techniques and tools such as budget forecasting and variance reporting.
- Knowledge of MicroSoft Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), accounting software, Adobe Acrobat Pro, and appropriate use of the internet.
- Organizational skills and the ability to prioritize, work to deadlines, and respond effectively to frequently changing priorities and deadlines.
- Problem solving and planning skills, including analytical and interpretive skills.
- Strategic thinking skills and judgement.
- Interpersonal and communications skills, both written and verbal, including the ability to explain complex financial concepts to people with limited or no accounting skills.
- Ability to acquire knowledge of emergency management legislation, policies, principles, planning, and standard procedures.
- Ability to acquire knowledge of the public government financial mechanisms, including Main Estimates, Supplementary Appropriations, Special Warrants, business planning, financial reporting, and performance reporting.
- Ability to acquire knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates, and organizational design.
- Ability to acquire knowledge of the history, culture, and interests of the NWT and knowledge of northern local and Indigenous government and regional financial systems, issues and concerns.
- Ability to align financial processes and reporting across divisions to maintain departmental consistency and meet audit standards.



- Ability to collaborate with colleagues to ensure consistency in data integrity, reporting, and audits across all departmental operations.
- Ability to manage and resolve conflicts between program objectives and financial management objectives.
- Ability to complete Incident Command System training related to the duties and responsibilities of the Finance Section on IMTs.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for effective delivery of various program elements.
- Ability to prepare and analyze complex financial information.
- Ability to handle confidential and privileged material in a discreet and professional manner.
- Ability to work with a wide range of stakeholders in an effective, tactful manner, including residents, businesses, non-government organizations, and the federal, community and Indigenous governments.
- Ability to collaborate in cross-divisional matrix-like financial teams to support unified reporting and internal controls.
- Ability to work effectively with team members from a variety of backgrounds and cultures.
- Understanding of the impacts of colonization and institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the NWT population.
- 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:

Bachelor's degree in a related field, and three (3) years of experience in financial accounting and financial management.

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