



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Business Programs Officer	
Position Number	Community	Division/Region
63-853	Fort Smith	Trade and Investment/South Slave

PURPOSE OF THE POSITION

Reporting to the Manager, Trade and Investment, the Business Programs Officer is responsible for effectively managing the administration of all South Slave Region business and economic development Grant and Contribution programs, the Business Development and Investment Corporation (BDIC) loans portfolio and, the Business Incentive Policy (BIP) program. In addition, the incumbent will provide administrative support for the Fort Smith Regional and Hay River Area ITI offices.

SCOPE

The position is located in Fort Smith; however, it serves as the regional programs administrator that includes responsibilities in the Hay River area office, the Fort Providence and Fort Resolution community offices. The South Slave region provides services to a total of 7 communities.

The position is responsible for organizing, co-coordinating and maintaining all files and archives relating to the financial and accountability aspects of the region's Grants and Contribution programs, BDIC loans, traditional economy activities and for the Business Incentive Program, by insuring that all required processes, documents and reports relating to decisions, agreements and execution are properly registered and recorded.

The position is responsible to maintain a monitoring routine for budget commitments, advances and expenditures against the region's \$1 million to \$2 million annual Grant and Contribution programs and the BDIC loans portfolio in that is in excess of \$20 million, to ensure the budgeted program funds are accounted for and, when necessary, initiates corrective follow-up activities.

The position is responsible for reviewing project accountabilities for up to 300 project files each fiscal year. The position ensures the project expenditures are in accordance with the approval document and provides explanation to program officers, managers and clients on relevant documentation and variances in activities.

RESPONSIBILITIES

1. Responsible to manage the administration, organization and co-ordination of the region's business and economic development Grants and Contributions programs by:

- Receiving and reviewing all grant/contribution program application files for completeness and ensuring they are properly recorded/registered;
- Verifying that all grant/contribution program files have been properly and accurately entered in The Exceptional Assistance (TEA) system, including file support attachments;
- Initiating and processing requisitions, purchase orders, contribution payment and other financial transactions within TEA and the Government of the Northwest Territories' financial management system (SAM);
- Reconciling program budgets between TEA and SAM to ensure all expenditures have been properly recorded;
- Ensuring all contribution financial accountabilities are provided by clients and reconciling contribution accounts to disbursements, etc.;
- Ensuring all proper documentation is maintained, recorded and provided to the appropriate third parties (Dept. of Finance, Financial Shared Services, etc.);
- Ensuring that the information flow between headquarters, regional offices, community offices, and agencies is efficient and services the needs of the clients; and
- Reviewing program tracking system to ensure all necessary monitoring of grant/contribution program files is being maintained.

2. Responsible for managing the administration, organization and co-ordination of the region's BDIC loan files and portfolio by:

- Reviewing all loan application files for completeness and ensuring they are properly recorded/registered;
- Verifying that all loan files have been properly and accurately entered in The Exceptional Assistance (TEA) system, including file support attachments;
- Ensuring all proper documentation is maintained, recorded and provided to the appropriate third parties (BDIC, Dept. of Finance, etc.);
- Ensuring that the information flow between BDIC staff, headquarters, regional officers is efficient and services the needs of the clients; and
- Reviewing program tracking system to ensure all necessary monitoring of loan grant/contribution program files is being maintained.

3. Responsible for managing the administration, organization, co-ordination of the region's BIP program by:

- Reviewing all application and renewal files for completeness and forwarding to the appropriate program officer or manager;
- Ensuring all proper documentation is maintained, recorded and provided to the appropriate BIP monitoring office, etc.;
- Ensuring that the information flow between BIP monitoring office and regional officers is efficient and services the needs of the clients; and
- Reviewing program tracking system to ensure all necessary monitoring of files and related activities are maintained.

4. Assisting the delivery of the regional Arts and Crafts programs by:

- Assisting artisans in developing artist profiles, photography of artwork and other related promotional materials for inclusion in the Northwest Territories (NWT) Artist database;
- Reviewing and updating the regional content in the NWT Artists database;
- Providing marketing/promotion support to regional artisans by maintaining the region's artist display cases; and
- Attending Regional Arts Working Group meetings on behalf of region.

5. Responsible for the co-ordination of administrative activities for the regional Trade and Investment unit by:

- Maintaining a database of information about the clients, consistent with the database developed in Headquarters;
- Providing timely reports as requested including, but not limited to application and processing of funds, accounting of funds and reports by various sectors i.e., communities, beneficiaries, and clients;
- Resolve administrative problems on projects for regional staff, sector specialists and finance and administration officer;
- Co-ordinating information seminars or workshops on Departmental programs and services;
- Composes and produces letters and memoranda. Edits correspondence;
- Prepares special reports, gathering and summarizing data, minute keeping for regional meetings and conferences, and other meetings as requested, etc; and
- Run SAM financial information reports as requested along with inputting variance reports.

WORKING CONDITIONS

Physical Demands

Sitting and using office equipment and computers, which may cause muscle, eye, arm wrist and back strain, daily, up to 7.5 hours

Extended work hours are required to facilitate work related travel, weekly, 2-3 hours

Travel is required by vehicle and airplane, which results in physical fatigue, weekly, 2-3 hours

Although a majority of time for this position is spent at the computer, there is ample opportunity for the incumbent to get up and move around the office. File storage is maintained in a central location, this position is required to maintain the records in good order for access as needed. This position conducts site visits to artist workshops and to various public facilities to access regional artist display cases.

Environmental Conditions

Site visits to artist workshop, public facilities to access display cases and expose them to unpleasant odours, etc, 2x a week, 1 hour

Although the position may be subject to adverse environmental conditions the amount of time and frequency is very low and presents little opportunity for hardship to be incurred to the job.

Sensory Demands

Analysis/review of project accountabilities comparing them to the approved budget. The documentation can be complex and extensive depending upon the project budget and purpose, daily, up to 7.5 hours

Maintaining spreadsheet and databases to monitor budget commitments, expenditure and balancing to the SAM is a complex and demanding task, daily, up to 7.5 hours

Mental Demands

Requires attention to detail, organization and ability to process documentation quickly and to an acceptable standard and an ability to manage time within conflicting demands which may cause some levels of stress, daily, up to 7.5 hours

Completing documentation for projects for officers/managers under tight timeframes can be demanding requiring a high level of concentration. These are legally binding contracts and any mistakes could be costly, daily, up to 7.5 hours

The position provides support to the regional Trade and Investment unit and administers accountability and reconciliation for contribution agreements, loans/financing and other client financial obligations. These agreements represent a financial commitment from the Government and accountability obligations of the client and there must be no errors or omissions throughout the verification, reporting and reconciliation processes. Any error or omission could result in the funds not being collectable from the client or overpayments to clients resulting in a need for the client to repay funds.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Government organization, procedures and protocols;
- Knowledge of generally accepted accounting principles, financial analysis, financial planning and business planning;
- Proficiency in the use of word processing, spreadsheet, e-mail and database computer applications;
- Knowledge of Administrative and Operational records keeping principles;
- Effective communication skills both written and verbal;
- Knowledge and sensitivity to northern issues, initiatives, politics and cultures;
- An understanding of small business organization, finance, marketing and operations;
- An understanding of northern business issues, practices, and licensing/regulatory requirements;
- Ability to communicate at the client's knowledge level and recommend resources that supplement/compensate for management and accounting shortcomings; and
- Diplomacy and public relations skills are required to work with clients/public.
- Technical computer skills including word processing, database management, spreadsheet, internet and electronic mail such as MS Word, Excel, Outlook, PowerPoint and other related computer programs;
- Basic level of accounting and public finance;
- Organizational and time management skills;
- Strong oral communication skills, a proven ability to express ideas and strong/effective writing and editorial skills;
- Proven analytical and research skills;
- Understanding and /or influencing people to achieve objectives, causing action or understanding others; and
- Must possess excellent interpersonal skills.
- Interpret and apply requirements of legislation and policy in order to obtain results and organize resources in achieving results;
- Interact with government and industry in a positive, professional and business-like manner;
- Extract information from various systems within the GNWT and prepare reports;
- Maintain a positive working relationship with co-workers and members of the public and private sectors;
- Interpret legal documents;
- Work independently with little supervision and as a member of a team;
- Exercise good judgment.

Typically, the above qualifications would be attained by:

Diploma in Business Administration augmented by a minimum of two years relevant experience in accounting/commerce and program administration. The incumbent must have a valid Class 5 Driver's license.

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