



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Financial Services Officer	
Position Number	Community	Division/Region
48-15864	Fort Simpson	Financial Services

## PURPOSE OF THE POSITION

The Financial Services Officer position is the primary role responsible for coordinating and supporting all financial functions for the Dehcho Region of the NTHSSA in accordance with appropriate government policies and procedures for both the Financial Operations and Accounts Receivable Units within the Financial Services Division.

This includes supporting the day-to-day operations for the Division which provides central coordination and support of financial and operational processes for the NTHSSA.

## SCOPE

Located in Fort Simpson, the Financial Services Officer reports directly to the Manager, Financial Operations, and works with the Supervisor, Financial Operations and is responsible for preparing, verifying and processing financial documents; assisting with and auditing employee duty travel entry and processing; control and reconciliation of accounts payable; facilitating requisitions for supplies; verification of financial transactions; preparation of financial reports; and, providing support to NTHSSA Staff including Program Managers, Chief Operating Officers and Executive Directors.

The Financial Services Officer also works with the Supervisor, Accounts Receivable within the NTHSSA Accounts Receivable unit of the Financial Services Division and is responsible for invoicing, collection of receivables, shadow billing, and fee for service billing to ensure that patient, insurer and other third parties are accurately invoiced, and that payments are recorded and collected in a timely manner in accordance with the applicable acts, regulations, policies and procedures. The revenue activities of the NTHSSA include approximately 60 million in revenue and 16,000 billing activities per year.



This position is responsible for ensuring that financial transactions are completed in a timely manner and in accordance with Government of the Northwest Territories (GNWT) legislation, regulations, policies and Northwest Territories Health and Social Services Authority (NTHSSA) procedures. The incumbent prepares and audits financial documents for accounts payable and receivable, travel expense authorizations and expense claims. Additionally, the position also performs analysis and reconciliations that require a thorough knowledge of both accounting principles and the GNWT's System for Accountability and Management (SAM).

Headquartered in Yellowknife, NTHSSA is responsible for delivering health and social services in most communities across the NWT. The NTHSSA covers 1.2 million square kilometers and services approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginal peoples. The NTHSSA delivers a full-range of primary, secondary and tertiary health and social services including family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. These services are delivered by more than 1,400 health and social services staff.

## **RESPONSIBILITIES**

- 1. Provides financial and technical information and support to NTHSSA program staff including Managers, Chief Operating Officers and Executive Directors.**
  - Prepares and processes financial documents ensuring accuracy and adherence to business processes, government policies and financial regulations; and
  - Reviews financial documents, ensuring that required and appropriate supporting documentation has been provided with requests, reviews accuracy of coding, and/or spending authority, and verifies that an appropriation has been established.
  - Provides support to program staff on navigating NTHSSA and GNWT Business processes.
- 2. Assists Program Managers, Directors and Chief Operating Officers with their quarterly Variance Reporting.**
  - Provides expert advice and guidance to support meeting the requirements of the NTHSSA Variance Reporting process which is under the direction of the Financial Analysis Division; and
  - Assists in analysis of financial data within both the SAM system and Visa Expenses;
  - Provides support in analysis of position budgets and expenditures to support the variance review and vacancy reporting;
  - Actions corrections to O&M expense coding errors by preparation and entry of Journal Vouchers following analysis.



**3. Actions appropriate financial reports and reconciliations**

- Provides regular update and maintenance to various NTHSSA financial logs;
- Completes reconciliations of NTHSSA vouchers and corresponding invoices and statements; and
- Assists in preparation and reconciliation of monthly contract and vendor reports for review.

**4. Provides support for NTHSSA's year-end obligations for compilation of the GNWT Public Accounts.**

- Provides support with all year-end close process working papers and submissions;
- Prepares journal adjusting entries, including post-closing adjustments
- Assists with year-end audit sampling

**5. Completes bank and trust reconciliations as assigned.**

- Performs daily bank account and trust client account reconciliations in both SAM and Excel.
- Works with the Accounts Receivable unit and their supervisor to address errors and/or corrections required to fully reconcile accounts monthly.

**6. Responsible for ensuring the continued flow of Accounts Payable invoices and Employee Expense Documents through the SAM system.**

- Regularly reviews Accounts Payable Vouchers requiring coding and works with their various program contacts to resolve issues so that the vouchers can proceed to approval.
- Ensures a continued flow of vouchers for approval is maintained and that vouchers routed in error are resolved in a timely manner.
- Reviews the status of Employee Expense Document regularly and provides support and direction where needed to ensure the proper flow from entry to payment.

**7. Reviews and approves all NTHSSA Visa One Transactions for their assigned region(s) or division(s).**

- Receives monthly Visa reconciliations and reviews for completeness including ensuring that appropriate approvals and backup are provided.
- Ensures that transactions have met all NTHSSA Visa and Procurement Guidelines.
- Verifies expense coding for accuracy in relation to divisional appropriations.

**8. Controls and Reconciles incoming revenue**

- Accepts and verifies monies received from various sources and issues general receipts
- Prepares and makes deposits at local banks
- Records deposit entries in SAM where necessary while ensuring appropriate revenue coding is used



**9. Processes billing activities and creates invoices for services rendered to individuals, insurers and other third parties in accordance with relevant acts, regulations, policies and procedures.**

- Responsible for the processing of physician and facility fees for reciprocal billing of out-of-territory patients, and shadow billing for NWT resident patients;
- Prepares and submits third party related medical billing submissions to appropriate agencies to ensure that revenues due to the NTHSSA are billed and received within time periods specified by the appropriate guidelines;
- Performs other miscellaneous billings, ensuring proper submission in the financial system for approval;
- Tracks miscellaneous billing submissions, following-up as required to ensure billings are accepted;
- Verifies billing documentation to ensure patient information, physician procedure fee codes and diagnosis codes are complete;
- Works with Supervisor, Accounts Receivable to address discrepancies in patient information, insurance coverage, and clinical documentation to ensure complete and accurate information obtained for processing;
- Follows-up on weekly submissions to ensure billings are accepted;
- Receives detailed pay-run reports from the Department of Health in Inuvik outlining the amounts paid based on data entry;
- Reconciles claims submitted to claims paid and resolves discrepancies;
- Regularly reviews acts, policies and agreements to ensure knowledge of billing requirements is current.

**10. Records revenue, maintains accurate records and prepares reports, enabling further breakdown and analysis by relevant authorized areas within NTHSSA**

- Ensures client revenues are receipted in the NTHSSA financial system and deposited to the bank daily;
- Receives payment from clients for outstanding bills, ensuring the collection, recording, and deposit of revenues are in accordance with GNWT and NTHSSA policies;
- Prepares routine reporting of detailed data (i.e., specific code frequency in a given time period, filter data for confidentiality, categorize, and quantify);
- Provides information to specific NTHSSA areas as authorized by the Supervisor;
- Refers requests for non-routine or complex reporting and/or preliminary analysis to the Supervisor for consideration;
- Completes special projects and analyses as assigned;
- Assists with year-end activities and supports the annual external audit as required.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual physical demands.

### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

No unusual mental demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of and ability to interpret relevant legislation, regulation, policies and procedures.
- Knowledge of organizational structure and management relationships.
- Skilled in the use of a computer and software applications such as MS Word, Excel, and computerized accounting systems.
- Familiarity with Enterprise Resource Planning Systems.
- Ability to interpret financial statements and reports.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize time effectively and meet deadlines.
- Ability to work with people in an effective, tactful manner.
- 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:**

Completion of a relevant post-secondary degree and three years related experience. Equivalent combinations of education qualifications and experience will be considered on an individual basis.

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## **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