

IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Financial Reporting and Accounting Analyst	
Position Number	Community	Division/Region
93-15466	Yellowknife	Finance and Infrastructure / HQ

PURPOSE OF THE POSITION

The Financial Reporting and Accounting Analyst (Analyst) is responsible for assisting with the preparation, integrity and accuracy of the annual report, consolidated and non-consolidated financial statements of the Northwest Territories Housing Corporation (NWT HC) and other financial reports. The Analyst also assists with the coordination of the annual audit of the NWT HC 's financial statements in accordance with current reporting standards and guidelines as established by legislation and professional accounting bodies as outlined in the Financial Administration Act (FAA), the Financial Administration Manual (FAM), the Planning and Accountability Framework, the NWT HC Act, the Public Sector Accounting Standards (PSAS) and the Community Housing Services (CHS) Agreements between the NWT HC and the Local Housing Organizations (LHOs).

SCOPE

Located in Yellowknife and reporting to the Manager, Financial Reporting, the Financial Reporting and Accounting Analyst is responsible for assisting five (5) District controllers and 24 LHO managers to ensure the timely reconciliation and reporting of NWT HC consolidated and non-consolidated financial statements. The Analyst is responsible for financial information that is accurate and timely by analyzing, reconciling and investigating discrepancies and recommending the proper course of action to ensure the financial reporting of the NWT HC is compliant.

The NWT HC is a Crown Corporation with direct accountability to the Office of the Auditor General (OAG) for the overall financial affairs and year-end audit reporting. Failure to satisfy these reporting responsibilities would result in a violation of the *NWT HC Act*, the GNWT FAA, FAM, and the Planning and Accountability Framework. If NWT HC reporting deadlines are not

met this could result in: non-compliance with legislation or funding agreements, compromising external reporting requirements to the Office of the Auditor General (OAG), the Government of the Northwest Territories (GNWT), and federal funding partners. The NWTHC is responsible for ensuring the timely preparation of audited financial statements for all of its 23 LHOs.

The Financial Reporting Unit within the Finance and Infrastructure Division is located in the Headquarters of the NWTHC, and is responsible for providing advice and support to five (5) District controllers and 24 LHO managers. The Manager is responsible for the timely and accurate completion of the NWTHC consolidated financial statements as well as providing management oversight for the Corporation's compliance and reporting requirements with federal funding agreements.

The work of the Financial Reporting and Accounting Analyst is critical to ensuring the validity and integrity of the NWTHC's financial statements which impacts the annual Audit by the Office of the Auditor General and recommendations arising from that audit. It is also critical to ensuring the GNWT's consolidated financial statements are completed and tabled in accordance with legislative requirements.

To carry out the required responsibilities in accordance with guidelines established by legislation and professional accounting bodies, the incumbent must possess an understanding of applicable Acts, Regulations and professional standards including but not limited to:

- Financial Administration Act (FAA);
- Financial Administration Manual (FAM);
- Planning and Accountability Framework;
- Northwest Territories Housing Corporation Act (NWTHCA);
- Societies Act under which housing associations are incorporated;
- Public Sector Accounting Standards (PSAS); and,
- NWTHC policies, procedures and agreements.

RESPONSIBILITIES

1. Assists in the year-end process and preparation of the time-sensitive NWTHC Annual Report (including non-consolidated and consolidated financial statements, management discussion and analysis (MD&A), French translation and other reporting to meet legislative requirements).

- Reviews the Year End Instruction Manuals, checklists and external auditor LHO Audit Terms of Reference are revised to reflect current accounting standards for the public sector including new accounting policies and procedures as well as enhancements to existing processes where warranted;
- Recommends revisions to the Year End Instruction Manuals, checklists and external auditor LHO Audit Terms of Reference are issued on a timely basis to all NWTHC Divisions, LHOs and external auditors;
- Supports all NWTHC Divisions and LHO staff in complying with year-end requirements;

- Ensures application of and compliance with FAA, FAM, PSAS and NWTHC accounting policies;
- Assists with scheduling and participates in year-end meetings with Regional Controllers, LHO auditors, the Office of the Auditor General and the GNWT for the purpose of reviewing the yearend answering queries raised , resolving issues arising from previous years and identifying potential accounting or reporting problems;
- Supports year-end work plans for the completion of LHO audits, consolidated and non-consolidated financial statements;
- Supports and monitors the completion of tasks set out in the year-end work plan;
- Supports the implementation of new and changed procedures for the finalization of the financial statements to meet the requirements of Legislative Assembly, the Office of the Auditor General and the Office of the Comptroller General for the GNWT;
- Supports the timely completion of the Non-Consolidated Financial Statements, Consolidated Financial Statements and the Annual Report for tabling in the Legislative Assembly within the timeframes stipulated by Legislation;
- Researches and supports financial statement disclosure to ensure adherence to all current financial reporting standards and guidelines as stipulated by CPA Canada and the PSAB;
- Supports the preparation of annual presentation packages to assist Senior Management when presenting the Annual Report and Audited Consolidated Financial Statements results necessary to meet the requirements of the Minister of Housing, the Legislative Assembly and other oversight Committees;
- Supports NWTHC staff, 5 regional controllers and 24 LHO managers on the application and interpretation of current financial reporting standards and guidelines;
- Supports and monitors LHO compliance advising on deficiencies in current LHO financial processes and assist with the development and/or updating of financial policies and procedures for review by NWTHC management; and,
- Supports the development and maintenance of standardized LHO and NWTHC:
 - Charts of accounts;
 - Mapping and Grouping structures in CaseWare working paper file; and,
 - Yearend and month-end procedures.

2. Assists management with the coordination and monitoring of the annual audit and liaison with external auditors of 24 LHOs, the staff of the GNWT Office of the Comptroller General and the staff of the Office of the Auditor General of the Government of Canada including:

- Prepares financial reports, schedules, analyses and working papers on a timely basis consistent with the audit plan;
- Researches and assists with resolving accounting and financial reporting issues raised during the audit as expeditiously as possible; and,
- Advises management of the status of all outstanding issues that require resolution and may affect an unqualified audit report.

3. Assist with researching and preparing analyses of accounts and loans receivable.

- Researches financial accounting and reporting of complex and sensitive arrangements and providing an assessment of and recommendations for debt write-off and forgiveness in accordance with the FAA, FAM, PSAS and the NWTHCA, policies, procedures and agreements;
 - Supports the analysis and reporting of doubtful accounts including providing input on write-off, forgiveness and remission of NWTHC debts for recommendation to the Financial Management Board (FMB) and the Legislative Assembly; and,
 - Assists the Senior Advisor with the preparation of Ministerial Briefing Materials for review by the Manager.
- 4. Assists with the regular review, analysis and reconciliation of general ledger accounts to database and sub-ledger information necessary to support the timeliness, accuracy and integrity of NWTHC reporting systems and SAM for year-end reporting including:**
- Prepares and tracks NWTHC general ledger account reconciliations on a timely basis to ensure they have been prepared, reviewed and filed in accordance with established policies procedures;
 - Prepares ad-hoc and year-end analyses and reconciliations on a timely basis to ensure they have been prepared, reviewed and filed in accordance with established policies procedures on a timely basis;
 - Ensures all reconciliation irregularities are followed up and resolved;
 - Ensures all procedures related to analyses and reconciliations are documented and current;
 - Submits for approval of all analyses and reconciliations prepared; and,
 - Supports the oversight of the general ledger reporting system by reviewing and reporting on new accounts and changes to existing accounts to ensure the proper reporting framework is maintained.
- 5. Assists with the monitoring of the Environmental Liabilities account and related financial reporting, including:**
- Updates contaminated sites inventory for reporting purposes, including requesting information from the Infrastructure, and, Assets and Mortgages divisions of the NWTHC to support the current liability;
 - Obtains information necessary to support disclosure requirements of the audited financial statements and the GNWT Public Accounts and to satisfy the audit requirements of the Officer of the Auditor General of Canada (OAG); and,
 - Researches and advises management and NWTHC Infrastructure on accounting treatment of transactions relating to environmental remediation.
- 6. Assists with special projects and related assignments, including:**
- Researches and recommends changes to NWTHC Accounting policies and financial reporting procedures to conform to guidelines and recommendations of CPA Canada, PSAB and the OAG;

- Provides assistance and guidance to district offices and LHOs on accounting policy issues;
- Researches and makes recommendations to management on appropriate accounting treatment for financial transactions;
- Assists with drafting the NWT HC responses to the Auditor General's Report to Legislative Assembly and related Financial Reporting recommendations;
- Researches and drafts responses to exposure drafts, research studies, statements of principles, invitations to comment, and surveys issued by CPA Canada and PSAB;
- Supports working committees with all matters affecting areas of NWT HC accounting policy and financial reporting;
- Supports the annual review of the Government Reporting Entity (GRE) as defined in the public sector accounting standards. Review the s entities not included in the GRE based on current criteria for inclusion in the consolidated financial statements; and,
- Conducts research and analysis to support the preparation of briefing materials for Senior Management in anticipation of presentations for the Minister, Standing Committees and the Legislative Assembly including briefing notes, reports and updating actions to date on recommendations of the OAG.

7. Assists with the direct and indirect support of 5 district controllers and 24 LHO managers including:

- Assists with training and guidance on accounting and reporting matters;
- Supports the review and development of system reviews;
- Supports the setting of priorities; and
- Researches and reports to management on evolving issues.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

There may be the requirement to travel on an occasional basis to various communities throughout the north.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of accounting theory, PSAS recommendations and guidelines (financial reporting standards for the public sector).
- Knowledge of computerized Accounting Management systems.
- Proven experience in the preparation of consolidated and non-consolidated financial statements.
- Strong computer skills including in-depth knowledge of Excel, Word, Power Point, and basic knowledge of various accounting packages.
- Strong Caseware and Caseview experience.
- IDEA Software knowledge is an asset.
- Strong interpersonal skills.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently in an organized and effective manner.
- Ability to write and communicate complex concepts in plain, brief language.

Typically, the above qualifications would be attained by:

The completion of a Commerce/Business degree with a concentration in Accounting;

Actively pursuing and currently enrolled in the Canadian CPA designation program with advanced standing; and,

Three (3) years of current, progressive, financial accounting and reporting experience, including the preparation of consolidated and non-consolidated financial statements with hands on experience using CaseWare and CaseView industry standard working paper and reporting software.

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