



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Data Management Officer (DMO)	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-11024	Fort Simpson	Fuel Services Division

## **PURPOSE OF THE POSITION**

The Data Management Officer performs the Sales/Inventory accounting within the ENERGY and Government of the Northwest Territories' financial information system, so that the Fuel Services Division can ensure transactions are recorded in a timely, complete and accurate manner.

## **SCOPE**

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The Fuel Services Division (FSD) has 16 tank farms with inventories of more than 10 million liters of fuels for retail sale. In addition, FSD is contracted to supply 19 million liters of diesel annually to the Northwest Territories Power Corporation (NTPC) in 21 communities. Total Inventory value can exceed \$15 million dollars depending on the price of fuel. The Division

purchases approximately \$30 million dollars in fuel and these purchases must be entered into the ENERGY system for volumes and dollars for proper balance tracking and valuation. The purchases are also entered into GNWT's financial information system for payment. The Fuel Services Division sells over \$34 million dollars in fuel and all these sales are recorded into the ENERGY system.

Located in Fort Simpson and reporting to the Comptroller, the incumbent ensures that the sales, inventory and purchase data flow is monitored to ensure that the data is being entered into the appropriate systems in a timely, complete and accurate manner. The Division has many weekly, monthly and yearly deadlines and the DMO is a key person to see that the data is flowing in an efficient and effective manner. The incumbent will often be called upon to assist others within the division to complete the necessary paperwork to facilitate data entry of documents.

When data is entered into the ENERGY or GNWT financial information system it is transformed into information that are used by different individuals within FSD for a variety of purposes not limited to: commissions, sales reporting, inventory resupply calculations, invoicing, and statements.

The incumbent interacts with Regional FSD officers and Sales contractors for sales and inventory information. Often times the correspondence will be in regards to reminding of deadlines or obtaining additional documentation. Correspondence with fuel suppliers and carriers is also required. This usually involves resolving price or volume disputes or obtaining invoices and statements.

Monitoring responsibilities involve updating inventory data, analyzing sales data, following-up on discrepancies, and ensuring procedures and schedules are thoroughly followed by Regional FSD Officers and Community Contractors to ensure timely and accurate financial information is provided to Divisional decision makers.

## **RESPONSIBILITIES**

### **1. Participates in Inventory Control:**

- Ensures all inventory reconciliation reports are received on a timely basis;
- Reviews inventory reconciliation reports to ensure correctness of procedures and calculations;
- Enters product receipts and transfers to Energy;
- Ensures all monthly and year-end dip documentation received in a timely manner;
- Reconciles discharged volumes to the Year-to-date Book Inventory Volume;
- Calculates or enters approved adjustments to inventory based on physical dip monthly, and investigate any material variances;
- Works with the Operational staff to ensure all inventory and sales documentation are complete and accurate in a timely manner;
- Enters product receipts invoice into Energy for inventory valuation;

- Identify inventory or sales report problems and recommend solutions to the Operations Accountant and participate in resolving report problems;
  - Reviews existing control procedures and determine their reliability to maintain required management of inventory;
  - Reports to the Comptroller any recommendations for improving the efficiencies of inventory document flow.
- 2. Updates customer fuel pricing:**
- Updates sale prices in the ENERGY system by the effective date of fuel price changes using pricing spreadsheets provided by Comptroller;
  - Assists the Manager, Fuel Services in the preparation of fuel pricing letters and price component letters.
- 3. Sales document follow-up and analysis:**
- Data Enters meter tickets to ENERGY;
  - Reviews Weekly Sales Reports (WSR) received from contractors to ensure they are accurate and complete;
  - Requests further information from contractors if a WSR is deficient in any manner that would impede the processing of the WSR and therefore the entry of the meter tickets into energy;
  - Posts Raven batches when required and prints sales batch reports.
- 4. Prepares Payment documents for Fuel Purchases:**
- Uses resupply logs to track receipt of fuel and shippers invoices;
  - Verifies the prices and volumes on shippers invoices are correct and in accordance with agreements;
  - Corresponds with suppliers and shippers to resolve pricing and invoicing disputes;
  - Verifies and corrects expense voucher documentation that has been data entered by Financial Shared Services (FSS) and,
  - Reconciles account statements and resolves all discrepancies.
- 5. Reconciliations and Audit Working Papers:**
- Ensures month-end and year-end closing inventory information is accurate;
  - Assists with year-end audit working paper related to inventory control;
  - Performs monthly payroll reconciliation and resulting allocation journal entries;
  - Assists Assistant Comptroller with other year-end Working Papers as required;
  - Monitors fuel prices from suppliers and freight charges using public information sources and uses these sources verify that fuel prices adhere to contracts.
- 6. Supplementary Sales and Inventory System Activities:**
- Maintains tank volume calculations charts until suitable replacement software is found;
  - Reconciles stock control cards to the ENERGY software;
  - Maintains and prepares Tank Gauge Report Files if required.

**7. Assist with Internal Audit of Sales and Inventory Data:**

- Perform random sampling of sales data entered from Weekly Sales reports to determine accuracy;
- Perform random sampling of sale prices to ensure accuracy.

**8. Other duties:**

- Assume the duties of Revenue and Collections Officer, when required, or assist in other staff duties when they are on leave in addition to the incumbent's workload;
- Assist the Comptroller and other Operational staff to ensure coverage in areas where the Data Management Officer may have training to provide such coverage.

**WORKING CONDITIONS**

**Physical Demands**

- No unusual demands.

**Environmental Conditions**

- No unusual demands.

**Sensory Demands**

- No unusual demands.

**Mental Demands**

- Training staff and contractors can be challenging due to occurrences of limited familiarity with accounting and information system concepts. Correcting and dealing with input errors from contractor generated documents can be frustrating.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Computer information systems and applicable software;
- Financial analysis and report writing;
- Oral, writing and listening skills;
- Ability to work effectively in a team environment;
- Problem solving skills to identify anomalies in data to be entered;
- Maintenance of security and confidentiality of information and the office.
- Data base management and preparation of spreadsheets

**Typically, the above qualifications would be attained by:**

Completion of a Diploma in Business Administration or post-secondary course work in accounting coupled with two years of experience with inventory control activities.

## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- 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

### **Aboriginal language:** Choose a language

- Required
- Preferred