



IDENTIFICATION

| Department | Position Title | |
|---|----------------|--------------------|
| Northwest Territories Business Development & Investment Corporation | Comptroller | |
| Position Number(s) | Community | Division/Region(s) |
| 89-12733 | Yellowknife | Finance |

PURPOSE OF THE POSITION

The Comptroller is responsible for the financial management and financial systems of the NWT Business Development and Investment Corporation and its subsidiaries and investments (BDIC). This position manages the financial, internal control, procurement and information systems and reporting in accordance to related legislation, regulations, directives, policies and principles.

SCOPE

The BDIC is a Crown corporation of the Government of the NWT (GNWT) and provides a range of programs and services to help northern businesses succeed. The BDIC supports the economic objectives of the GNWT by encouraging the creation and development of businesses, providing financial assistance to businesses, and making investments in business enterprises. The BDIC promotes financial independence, assists communities in capturing investment development opportunities, and helps develop a diverse and viable northern economy. The BDIC's role in promoting and maintaining economic development and employment has both economic and social aspects.

This position is located in Yellowknife and reports to the Director, Finance and Programs. The Comptroller is responsible for the BDIC's consolidated financial statements, budgets and systems. He/she supervises four positions; the Finance and Budget Officer, the Subsidiary Finance and Budget Officer, the Contract and Information Analyst and the Product Promotion Specialist.

RESPONSIBILITIES

1. Ensures the BDIC's and its subsidiaries' financial records are complete, accurate and prepared on a timely basis by coordinating the planning, processing and monitoring of the BDIC's accounting system.

- Directs the implementation of financial procedures established by the Financial Management Board Secretariat.
- Reviews existing procedures and makes recommendations on improvements.
- Confirms that all regulations for account verification and payment requisitioning have been complied with.
- Reviews monthly financial reports, identifies potential problems, and determines or recommends solutions.
- Provides timely budget variance analysis to senior management.

2. Prepares the annual consolidated financial statements and supporting documents accurately, timely and in accordance with Canadian Generally Accepted Accounting Principles and in compliance with various legislations.

- Ensures the annual consolidated financial statements are accurate, in compliance with the relevant legislation and accounting principles, and completed in a timely manner.
- Manages the annual financial audit and the audit process.
- Is responsible for the preparation of year-end working papers.
- Reviews and monitors spending authorities for cash disbursements against budget allocation and investment approval.
- Reviews the accuracy and completeness of the Finance and Budget Officers' entries.
- Carries out audit checks of financial accounts to ensure accuracy and completeness.
- Audits and certifies the petty cash fund prior to submission for replenishment.
- Analyzes documents to ensure that payments and disbursements are in compliance with established policies and procedures.

3. Plans and develops the consolidated BDIC budget and makes recommendations to the Director, Finance and Programs.

- Develops the BDIC's annual consolidated budget plan and cash flow projections.
- Prepares all major budgetary submissions to the Financial Management Board, including the financial components of the Corporate Plan and Financial Management Board Submissions.
- Provides monthly financial variance and budget updates to BDIC managers and initiates monthly in-person reviews.

- Monitors the BDIC's budget and financial position in regards to the different funds and prepares reports and recommendations for the senior management team providing alternatives and options for addressing any concerns.
- Prepares historical and long-term trend analysis and forecasts in order to anticipate and support supplemental funding requirements or reallocations within the existing budget.
- Prepares reports analyzing the administrative and financial impact of new and changing programs or legislation.
- Develops and implements financial reports for management.
- Reviews and analyzes financial variance reports.

4. Provides comprehensive financial management, analysis, information and advice to the Director, BDIC management and staff and regional delivery agents to facilitate effective and efficient financial operations.

- Identifies, develops and implements and reviews financial policies, procedures and internal controls to effectively manage the BDIC and safeguard its assets.
- Manages the BDIC's financial management operations.
- Analyses and interprets financial legislation, regulations, directives and policies and provides advice to BDIC staff and regional delivery agents on their impact on current and proposed programs and existing management practices.
- Evaluates and recommends alternative approaches to achieve objectives consistent with the spirit and intent of the legislation, regulations, directives, policies and procedures governing the BDIC.
- Monitors and evaluates changes in the external environment, collective agreements, government policy etc. for their impact on the BDIC and its programs for senior management.
- Provides analytical advice and training on financial policies to program staff and regional delivery agents.
- Provides guidance and handles enquiries, confirmations and correspondence relating to the BDIC's financial operations and its programs.
- Reviews all proposed new programs to ensure effective financial management.

5. Manages the computerized financial and information systems.

- Acts as the system administrator for the BDIC's accounting, financial and information systems.
- Ensures effective internal and system controls are in place at all times by continually auditing the systems to ensure output is accurate, complete and timely.
- Ensures the integrity of the BDIC's financial and information systems at all times.
- Develops, implements, communicates and reviews financial and information system requirements.
- Develops financial system structures to enhance and facilitate reporting.
- Develops, designs and produces complete, accurate financial and management reports on a timely basis.
- Tests and implements new systems features and enhancements.

- Analyzes, designs and implements financial accounts and financial report structures.
- Trouble-shoots system problems to ensure system capability and integrity.
- Provides training and guidance to BDIC staff and regional delivery agents on the use of the applications.

6. Evaluates the financial operations of and provides support and services to the subsidiaries.

- Reviews and assesses the financial operations of the subsidiaries including asset management.
- Conducts and completes product costing of the subsidiaries' products.
- Develops, implements and amends inventory and production processes for the BDIC's subsidiaries.
- Provides financial and bookkeeping guidance and support to the subsidiaries.
- Provides logistics support on purchases for operations and capital assets, including renovations and improvements.

7. Manages the BDIC's procurement, contractual contributions and agreements.

- Develops and maintains current contract and contributions agreement prototypes, policy directives and procedures.
- Interprets and provides advice on the Financial Administration Act, Financial Administration Manual, and other financial policies and regulations that relate to contractual contributions and agreements.
- Interprets and provides advice on procurement policies and serves as member on the evaluating committee on tenders
- Provides assistance in proposal reviews and the development of Terms of Reference and other contract documents.
- Coordinates contract negotiations.

8. Supervises the day-to-day management of the BDIC's accounting, procurement and administrative functions.

- Directs the maintenance of files for accounting records.
- Maintains records of current signing authorities.
- Performs special reviews and analyses of expenditures or revenues.
- Ensures adequate and proper procedures and controls are in place for the receipt and disbursement of funds to safeguard the BDIC's assets.
- Continually monitors the accounts and bank reconciliations to ensure no unauthorized transactions take place and all transactions are properly accounted for.
- Ensures cash for operations, investments and subsidiaries are properly segregated and accounted for.

9. Performs the treasury function for the BDIC.

- Evaluates investment options to determine the best investment vehicle, such as bonds or treasury bills. These vehicles must meet the requirements of the GNWT Investment Policy.
- Reviews the performance of the investment portfolio annually to determine if it is maximized.
- Manages the Loan and Investment Fund to ensure adequate funds are available for the respective financial programs.

10. Plans and directs the work program of the Finance staff to ensure that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures of the BDIC and the GNWT.

WORKING CONDITIONS

Physical Demands

Required to sit in one location much of time in an office environment.

Environmental Conditions

No unusual demands.

Sensory Demands

Sensory attention required for reviewing large volume of written material requiring quality assurance.

Mental Demands

This position requires duty travel approximately 4 – 5 trips times annually, varying from 1 – 4 days per trip. Some mental stress is anticipated as work is frequently required to be turned around very quickly to meet short deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of BDIC's goals and objectives and the political and social environment in which the BDIC's programs and services are offered.
- Knowledge of and ability to analyze and interpret legislation, policies and procedures.
- Knowledge of accounting management systems.
- Knowledge of procurement policies and practices.
- Knowledge of financial, investment and accounting principles and practices in accordance to Canadian Generally Accepted Accounting Principles and industry practice.
- Knowledge of MS Office operating systems, MS software (Word, Excel, PowerPoint) and internet and email applications.
- Proficient in the use of various computer applications such as accounting, inventory control, pricing and costing software and point of sale (POS) systems.
- Proven analytical and data assessment skills.

- Ability to complete consolidated financial statements and supporting working papers.
- Time management skills and ability to meet deadlines.
- Ability to effectively manage, motivate and develop staff.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to work with people in an effective, tactful manner.

Typically, the above qualifications would be attained by:

A Degree in Business Administration or Commerce, completion of a recognized professional accounting designation (CGA, CMA, CA, CPA) and at least five years of advanced accounting experience.

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 applies)

- 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