



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Finance Officer	
Position Number	Community	Division/Region
48-15855	Yellowknife	Financial Planning, Operations and Hospitals Controllership/HQ

PURPOSE OF THE POSITION

The Finance Officer is responsible for providing financial and administrative support services to the Northwest Territories Health and Social Services Authority (NTHSSA) in accordance with Government of the Northwest Territories and Authority's policies and procedures. This includes supporting the day-to-day operations for the section which provides central coordination of financial and operational processes for the NTHSSA.

SCOPE

NTHSSA is an independent public agency delivering a full range of health and social services programs and services under the jurisdiction of the HSS to the public. The authority for NTHSSA to exist comes from the Hospital Insurance and Health and Social Services Administration Act (HIHSSA). This includes the establishment and appointment of the NTHSSA Leadership Council (Council) to govern the Authority. A Finance Committee exists as a subcommittee of the Council that considers all financial matters before they are presented to the Council.

Although this is the overarching legislation, NTHSSA in partnership with the DHSS has delegated authority to administer and comply with all or parts of many other NT health and social services Acts including but not limited to the: Health Information Act, Health And Social Services Professions Act, Child And Family Services Act, Medical Care Act, Medical Professions Act, Mental Health Act, Midwifery Profession Act, Nursing Profession Act, Ophthalmic Medical Assistance Act, Optometry Act, Public Health Act and Social Work Profession Act. Programs and services include primary, secondary, and tertiary health and social services covering family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities.



Along with the many clinics and health care centres operating throughout the NT, there are two hospitals under NTHSSA responsibility: a regional hospital in Inuvik and one in Yellowknife servicing the entire NT. The hospital in Yellowknife is the Stanton Territorial Hospital (STH) and provides a full spectrum of acute, outpatient and extended care services. It is the largest Branch of NTHSSA and is a key part of the territorial integrated approach to healthcare.

Two jurisdictions: Hay River and Tłıchʔ within the NT deliver local health and social services independent of NTHSSA. This situation adds a layer of complexity as the administration and assurance that local services are provided at NTHSSA standards must be established through a collaborative arrangement documented in a Memorandum of Understanding (MOU) between each jurisdiction and the Authority.

The remainder of the NWT is part of NTHSSA and is divided into five regions: Beaufort Delta, Sahtu, Dehcho, Fort Smith and Yellowknife.

NTHSSA also provides specialized medical services that are not available locally to residents of the Kitikmeot region of Nunavut through a formal agreement with the Government of Nunavut (GN). Hospital and emergency health care services are also made available to non-residents employed and working in the NT in the mining and other business sectors through several third-party formal contracts with employers.

NTHSSA employees are part of the GNWT employment pool. NTHSSA is the largest employment entity within the GNWT departments, boards and agencies, with a very wide range of classifications of employees including medical specialists, professionals, management, office staff, union employees, 24/7 essential services, part-time, full-time, casual and shift work.

As a public agency, the Authority is required to comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include the NT FAA and Regulations and manuals, NT PSA and Regulations, Human Resources Manuals, GNWT financial and accounting policies and procedures, and PSAS and GAAP. NTHSSA is directly accountable to the Council as well as DHSS and through DHSS to the NT Financial Management Board (FMB), GNWT Executive Council (Cabinet) and the NWT Legislative Assembly.

A public report including the audited financial statements must be tabled in the NWT Legislative Assembly annually. The Office of the Auditor General (OAG) performs the audit of NTHSSA separate and apart from the GNWT audit. This results in a direct relationship between the OAG and the Authority.

Accurate, timely, comprehensive, and understandable financial reporting is essential, not only to prepare the annual audited financial statements but also to complete financial statements, claims and reports related to comprehensive funding agreements. The consequences of not meeting deadlines from various sources such as dates entrenched in legislation, set by the OAG,



set by DHSS or other GNWT sources and/or included as terms and conditions of contribution agreements can be significant. These potential consequences include the loss of revenue, official criticism by the OAG, and political concern raised in the Legislative Assembly.

Operating at arm's length from government, the Authority is required to cover all expenses from the revenues received from public sector contribution agreements and MOUs, and contracts with the private sector. The primary contribution to operate comes from a complex core funding agreement from HS. As well, DHSS also provides several sources of targeted funding which are limited to specific programs and services and as such require separate accounting and reporting for each individual agreement. Many of these targeted contributions come through DHSS from the Government of Canada. These federal/territorial agreements have their own set of accountability requirements. To access these funds, NTHSSA must ensure the internal financial accounting structure and reporting meets the terms and conditions of these DHSS/Government of Canada agreements. NTHSSA also receives funding through the agreement with the GN, MOUs with Hay River Health and Social Services Authority (HRHSSA) and the Tłıchǫ Community Services Agency (TCSA) and private sector contracts for services to non-residents working in the NT.

Developing comprehensive fiscal policies and strategic plans and reliable budgets, establishing strong financial controls, ensuring all potential revenues are collected, implementing comprehensive accounting and tracking practices, and ensuring accurate and timely reporting is occurring are all essential to the ongoing success of NTHSSA. The Authority manages a full range of financial and accounting operations covering Operations Expenses and Revenues, maintains and manages its own Treasury functions; bank accounts; Accounts Receivable; Accounts Payable; Materials Management; Comptrollership; protection of assets; contract administration; budgeting; fiscal planning; variance analysis, forecasting and reporting; financial statement preparation and reporting functions. Although the Authority operates its accounting and payroll systems on the GNWT's System for Accounting and Management (SAM) and utilizes GNWT Shared Services functions for processing transactions, it does not access GNWT central agencies directly for most centrally managed and coordinated services in conjunction with government departments. The Finance Branch is the "central agency" for NTHSSA performing many of the same functions as the Department of Finance (FIN) does for GNWT departments.

The NTHSSA is confronted with significant financial challenges due to substantially rising inflationary costs and constant growth in demand for services while funding sources are not keeping pace. This has resulted in a continual rising of the accumulated debt. This fiscal situation places a great deal of pressure on the Finance Branch to ensure NTHSSA can continue to cover operational needs and at the same time control expenditures as much as possible. In this environment financial sustainability has become a major concern.

NTHSSA has the largest budget and operational expenditures of any single entity within the Government of Northwest Territories departments and agencies after accounting for the



funding paid out from departments to public agencies. Factoring in the fact that the Authority is carrying a significant deficit which is rising every year means that comprehensive analysis of financial operations, accurate forecasting based on well thought-out models and methods and regular monitoring of variance reports has become a fundamental part of financial business operations. Accurate and comprehensive forecasting and variance reports are essential to allow good decision making with respect to budget allocations and operational spending for NTHSSA as whole, including at the governing body level.

NTHSSA is comprised of seven Branches headquartered in Yellowknife. The Branches are Office of the Chief Executive Officer (CEO), Finance; Clinical Integration; Child, Family and Community Wellness; Corporate and Support Service; Regional Operations, and Stanton Territorial Hospital.

Located in Yellowknife, the Finance Officer, reports to the Manager, Compensation Management and System Access. The Finance Officer is part of the Financial Planning and Operations, and Hospitals Comptrollership Section.

The Finance Officer is responsible for executing activities related to day-to-day operations government policies and procedures, and ensuring Authority staff have timely, relevant, and accurate information for managing budgets and exercising spending authority. The Finance Officer assists in maintaining security access for SAM users and specimen signature records. The Finance Officer is a resource to program managers in regarding their compensation and benefits expenses.

These roles are performed in the context of ensuring compliance with the Authority's Purpose, Guiding Principles and Values, the Department of Health and Social Services (DHSS) specific legislation, the NT Public Services Act, Financial Administration Act (FAA), Generally Accepting Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS), GNWT related policies and manuals, and NWT Human Resources legislation the NWT Public Service Collective Agreements, and all other relevant government legislation, policies and procedures.

RESPONSIBILITIES

1. Responsible for managing the process and maintaining records for Signing Authority Designations and security access to the GNWT Human Resources Information System (HRIS) and SAM.

- Provides advice on expenditure authority levels and appropriate coding for Specimen Signature Records (SSRs) in accordance with the financial approval authorities spreadsheet (FAAS).
- Prepares FAAS for approval by appropriate authority.
- Prepares, reviews, monitors, and maintains SSRs.
- Ensures specimen signature records are entered and approved in SAM.
- Reconciles SAM specimen signature records against current staffing.



- Prepares, reviews and monitors all system access requests in conjunction with employee commencement and terminations.
- Audits SAM Security and Signature Specimen access on a quarterly basis.
- Responsible for monitoring and maintaining a group email account relating to SAM financial and security access and SSR's.
- Assists with providing SSR's within 5 days of the Office of the Auditor General's requests.
- Responsible for reviewing the accuracy of NTHSSA SAM access requests including reviewing for accuracy before sending for signature by the Director, Fiscal Planning and Responsibility.

2. Assists and maintains payroll reporting for all NTHSSA employees.

- Responsible for uploading and maintaining a database of compensation and benefits expenses.
- Ensures that the NTHSSA's bi-weekly payroll (PDR) is reconciled to the General Ledger and invoice.
- Prepares quarterly payroll reports for all program managers and directors.
- Reconciles payroll reports to the General Ledger.
- Ensures accuracy of payroll expenses and creates journal vouchers as needed.
- Provides payroll information to program staff as required.
- Prepares the payroll liability reconciliation (monthly).
- Works with the Department of Finance to review and ensure accuracy of employee relocation expenses.
- Responsible for invoicing other agencies/organizations for employee payroll expenses who are on secondments.
- Responsible for monitoring and maintaining a group email account relating to payroll.
- Completing and assisting staff with payroll allocations and invoicing in a timely manner, including, but not limited to float pool nurses and staff working on behalf of other units other than their home position.
- Creating journal entries related to payroll.
- Assists in communicating payroll coding corrections to the Department of Finance, GNWT, in a timely manner.

3. Supporting Program Management in Completing the Quarterly Variance Process.

- Review Payroll reconciliation sheets for staffing errors.
- Calculating projections for new hires or terminations, casual extensions, job shares, relief, overtime, standby, shift premiums and others.
- Ensuring projection data is correctly entered into the SAM financial system.
- Assisting with identifying errors in coding.
- Supporting Management in completing operations and maintenance projections including determining projections relating to contracts and inventory management.
- Supporting Management in providing adequate variance explanations.



- Ensuring that variance reports are completed and reviewed by the ED/COO within the deadlines set by the variance schedule.
- Completing any follow up investigations on items arising from the variance process.
- Completing or communicating corrections for all errors identified.

4. Assists with overall divisional support and general duties.

- Cross-trained in critical operational activities performed by other staff to ensure minimal disruption to services.
- Preparing various ad hoc reports.
- Sends out weekly HR reports to management regarding unapproved HR time.
- Acting on behalf of the Manager, Financial Services.
- Assists in the administration of long service awards.
- Completes special projects as requested.
- Performing other related duties as requested.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

This incumbent will be affected by disruptions to lifestyle due to tight deadlines requiring mandatory overtime (approximately 5 hours) each quarter end.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles and Practices (GAAP) and experience in the application of accounting theories and principles.
- Knowledge of accounting, related systems and budgetary cycles.
- Knowledge of and ability to interpret, analyze and prepare financial statements and reports.
- Knowledge and understanding of applicable manuals, legislation, regulations, policies and procedures.
- Knowledge of computer-based accounting applications, windows based operating systems, word processing, databases, and spreadsheet applications, communication software and online mainframe and billing systems.



- Communications skills (written and verbal) and interpersonal skills to effectively interact and provide advice and information to internal and external networks.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- 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 post-secondary diploma in finance or business administration combined with two (2) years of directly related experience.

Equivalent combinations of education and experience will be considered.

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