

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
12-10740	Senior Finance Officer	Manager, Financial Services		
Department		Division/Region	Community	Location
Nunavut Housing Corporation		12100-01	Iqaluit	Iqaluit

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
To supervise accounting operations of the Corporation in accordance with the its financial administration manual and related policies, procedures, directives and regulations, to ensure the proper recording of transactions necessary to prepare accurate financial reports for management, and to assist in the management and control of its financial information system. To provide assistance to district offices in their management of financial procedures and reporting.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
<p>This position is located in the Corporate Finance Division of the Nunavut Housing Corporation Directorate office in Iqaluit. The incumbent reports to the Manager, Financial Services and the duties of the position have an impact on all of the Corporation's Divisions, 3 Districts, 25 Local Housing Organizations (LHOs), various contracts and individual Corporation clients. The incumbent certifies all processed documentations are correct and properly allocated. Three (3) employees report directly to this position.</p> <p>The Corporation is responsible for approximately 5,000 public housing units and about 1260 staff housing units across the territory. The incumbent must ensure all accounting and financial processes are performed under the guidance of the generally accepted accounting principles, the FAA, NEU Collective Agreement, and other applicable legislations. The incumbent also ensures that all processed documents are correct and properly allocated in accordance with Capital budgets, O&M budgets, LHOs budgets, HQ's and Districts' budgets.</p> <p>The total budget impacted is \$195 million operations and maintenance budget.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

- Manage the accounts payable, accounts receivable, payroll accounts, GST accounts and other financial transactions and monitor invoice control, to ensure compliance with the financial administration manual and signing authority.

Main Activities

1. Verify all Corporation expenditures to ensure correct financial coding and authorized signatures and investigate and follow up on any abnormalities.
2. Investigate and follow-up on all abnormalities such as duplicate payment.
3. Prepare bank reconciliations for all corporate accounts.
4. Verify accuracy of all cheque processing and related controls.
5. Ensure proper GST treatment and monthly submission of GST rebates to Revenue Canada.

Main Activities

1. Provide guidance, advice and training to subordinates and Program Managers in the structure and operating capabilities of the Financial Information System.
 2. Review systems input and output edit features and internal controls to maintain the integrity of the system.
 3. Control and maintain the Free Balance and MAS financial systems including updating and the addition of accounts and users, processing month end and year end procedures.
 4. Implement software updates and revisions to the Financial Information System.
 5. Training and monitoring of District staff in the operation of Free Balance at the district office level (decentralized operation).
- Manage the banking relations with the Corporation's bank and investment broker to ensure the corporate bank and investment requirements and needs are being met on an ongoing basis.
 - Participate in the preparation of the year-end audited financial statements in order to meet the Corporation financial obligation and requirements under the Nunavut Housing Corporation Act.

Main Activities

1. Ensure proper cut-off of accounts payable and accounts receivable.
 2. Instruct staff in preparing accrual entries and summaries for expense items pertaining to previous year being processed after cut off.
 3. Ensure all payroll accounts have been completely cleared prior to cut-off.
 4. Monitor and control annual audit summaries for all accounts.
 5. Prepare and reconcile receivable, payable and cash and other GL accounts year-end working paper schedules.
 6. Pre-audit Corporation accounts to prepare for annual audit by verifying that procedures are consistent with generally accepted accounting principles and identifying and applying year-end adjustments to accounts.
- Participate in the production of monthly management reports to assist Program Manager in meeting their objectives and plans.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance. *Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

- Knowledge of generally accepted accounting principles and practices and abilities to apply accounting principles and theories. This level of knowledge is normally acquired through completion of Business Administration Degree or Diploma (3-4yrs) with a major in accounting and 5 years of work experience in accounting or auditing.
- Management and supervisory skills. (6 months minimum)
- Working knowledge of computer software applications specifically Accounting Software (e.g FreeBalance), MS Word, MS Excel, Power Point and similar software.
- Knowledge and experience in a mainframe accounting system.
- Analytical and interpretative skills.
- Excellent communication skills, both orally and in writing, in order to communicate effectively with subordinates, management and outside parties.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Most of the incumbent's time is spent in a sitting position with frequent opportunity to move about. Daily use of computers and other office equipment may cause eye strain and other physical discomforts. Review of various documents with a fair amount of attention to details is required. Travel is almost entirely by air and sometimes on small aircrafts in adverse flying conditions and for extended periods of time. There is the possibility of long periods away from home due to weather and flight availability. Accommodations in the communities is simple, sometime lacking in the usual "hotel type" amenities and privacy. Travel by foot in harsh climatic conditions, such as deep snow, icy roads and wet muddy areas are a normal occurrence. This combined with blizzard conditions, cold and high winds may make a short walk, when visiting communities, very dangerous since taxi service may be unavailable or unreliable during travels.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The incumbent will work in generally comfortable work environment with little to no possibility of accident or ill health. Climatic conditions can vary, and extreme cold and wind conditions may have to be taken in consideration when visiting communities. Works daily within a politically sensitive environment.

Sensory Demands

Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents’ senses.

The incumbent requires normal use of senses (seeing and hearing) in order to perform the day-to-day activities of the position. Extensive use of computers requires focused concentration. Long hours of computer use can cause physical fatigue.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

The incumbent may experience mental stress to meet weekly and monthly deadlines. Mental stress increases prior to and during year-end financial activities including preparation of year-end financial statements, preparing various year-end audit work papers and answering questions of external auditors.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	