

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-13412	Language Funding Programs Analyst	Manager, Language Acts Implementation (08-NEW)	08190-01-1-235-0819000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Official Languages (08190-01)	Iqaluit	Qikiqtaaluk

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Language Funding Programs Analyst is responsible for reconciling, balancing, and the financial and administrative accountability of the Inuit Language Implementation Fund. In addition, the position works collaboratively with the Revenue Claims Officer position on the financial and administrative accountability of the Canada-Nunavut Agreement on French and Inuit Language, the Third Party funded budgets. The position monitors, processes and records all financial transactions that are charged to the various funds by GN departments and public agencies, and ensures they are correctly recorded, incurred and coded. In that regard, journal entries and invoices must be accurately reconciled and corrected when required.</p> <p>In addition, other duties would include ensuring that there is adherence to policies related to the different funds and the Financial Administration Manual; establishing effective systems and procedures; developing and analyzing performance measures; determining and managing risk; and analyzing the effectiveness of the various language funding programs.</p> <p>Effective oversight of the budget and analysis of the administration of the funds will involve ongoing and timely cooperation and communication with the Director of Official Languages or her/his delegate(s), financial officials in all GN departments, and public agencies.</p>

3. SCOPE

<p>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> <p>Located in Iqaluit and reporting to the Manager, Language Acts Implementation, the Language Funding Programs Analyst is responsible for ensuring accurate and effective financial control of near \$8 million-dollar Language Implementation Fund. The Language Implementation Funding, for both Inuktitut and French language programs and services, is administered by the Department of Culture and Heritage. The Fund provides funding for all GN departments and public agencies in order to assist them in meeting their legal obligations under the <i>Inuit Language Protection Act</i> and the <i>Official Languages Act</i>.</p>
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The position safeguards government assets by ensuring compliance with the *Financial Administration Act (FAM)*, Generally Accepting Accounting Principles (GAAP), and all applicable government and internal financial and administrative departmental policies and regulations. As a result, departmental financial and administrative compliance is dependent upon the incumbent's ability to effectively administer the assigned program responsibilities.

The Language Funding Programs Analyst works directly with government-wide financial managers to effectively record eligible financial transactions that are charged to the funds. The incumbent also works with the Budget Planner / Analyst to develop effective variance reporting templates and compliance spreadsheets, and ensures all Journal entries and invoices are coded to the correct budget codes.

The Language Funding Program Analyst is essential in the analysis and administration of the funds for the Language Funding Programs. The work of this position will include follow-up with financial officials of the GN departments and public agencies to recover outstanding amounts owed to the government, preparing accountable advances, preparing funding agreements, establishing effective administrative procedures, developing performance measures and benchmarks, determining and managing risk, developing guidelines and applicable application forms, working with the Department of Justice to ensure the use of appropriate contribution agreement templates, monitoring expenditures and budget allocations, recommending policy changes, reviewing effectiveness, and recommending changes as required.

When requested, the position also assists with completing duties of the Revenue Claims Officer.

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.

The Language Funding Program Analyst is responsible for financial oversight and administration of the various Language Funding Programs by:

- Ensuring all journal vouchers and invoices charging expenditures to the Language Funding Programs are completed accurately and are coded correctly;
- Ensuring specific departmental and government agency budgets are not exceeded;
- Maintaining accurate and timely financial records;
- Preparing all required financial statements;
- Working closely with the Official Languages Division by providing them with timely financial reports;
- Contacting financial officials in all GN departments and public agencies on a regular basis to ensure the timely and accurate submission of journal vouchers and invoices;
- Researching any financial program information requirements;
- Working closely with financial officials in all GN departments and public agencies;
- Providing financial information to Auditors as required;
- Tracking year-over-year expenditure changes;
- Supporting the Budget Planner / Analyst in the development of monthly variance reports and year-end projections as required;
- Providing efficient, timely and accurate processing of all accounts payable and commitments, ensuring the necessary backup, expenditure authorities and supporting documentation are in place;
- Providing technical advice and support to managers and investigate accounting irregularities to minimize the possibility of fraud or misuse of public funds;
- Reviewing and analyzing budget controls to ensure adherence to all directions and procedures indicated in FAM;

- Providing any relevant financial information that is required to complete the Business Plan;
- Preparing and coordinating the preparation of all budget vouchers related to approved changes;
- Providing financial information requested in “Call Letters” received from the Department of Finance;
- Ensuring compliance and adherence to GAAP and FAM;
- Establishing strong budgetary controls;
- Developing and establishing standardized procedures and protocols for collecting financial reports;
- Writing reports on program effectiveness to ensure government accountability for use of program funds;
- Monitoring all expenditures charged to the various funding programs and ensure no program category budget is exceeded;
- Recommending necessary changes to the Department’s Chart of Accounts;
- Recommending any required coding changes to the Budget Planner / Analyst;
- Initiating and preparing the correcting journal entries;
- Analyzing monthly expenditures and initiating corrective action when required;
- Assisting with defining eligibility requirements for funding recipients;
- Drafting and preparing letters and contribution agreements to funding recipients as required;
- Providing management with monthly variance reports;
- Explaining financial accountability requirements;
- Acting as the main contact for the financial administration of the Language Funding Programs;
- Ensuring all financial accountability procedures are met and reports are submitted;
- Following-up with funding recipients to recover funds during cases of non-compliance; and
- Assisting with any applicable year-end procedures as required.

Develop, evaluate, and analyze the effectiveness of the Language Funding Programs by:

- Developing performance measures and benchmarks to assess the effectiveness of the various Language Funding Programs;
- Developing quantitative and qualitative performance measures;
- Determining and managing risk;
- Reviewing and assessing funding agreements for consistency in processing and reporting requirements;
- Developing guidelines that incorporate evaluation criteria;
- Communicating with departmental financial officials and managers to ensure information on departmental funding programs and projects are up to date for reporting to senior management;
- Evaluating policy and program effectiveness through individual program assessment and comparison analysis;
- Consulting with departmental officials as necessary to ensure that the funding programs are consistent with departmental objectives;
- Analyzing the performance measures to determine the effectiveness of the Language Funding Programs;
- Providing recommendations on policy and program improvements as required to strengthen the use of the Language Funding Programs;
- Ensuring that the process for granting Language Funding Programs is fair and transparent;
- Providing recommendations to the Manager, Language Acts Implementation and Directors on how to improve program and policy criteria and guidelines to fit changing departmental needs based on the analysis; and
- Developing strategies that help to promote the Department’s Language Funding Programs.

The Language Funding Program Analyst works in a team environment and will achieve results by:

- Assisting program managers and senior managers in compiling and preparing Expenditure Management (variance) Reports;
- Writing and preparing applicable briefing material for the Manager, Language Acts Implementation, Director of Official Languages and her/his delegate(s), ADM and/or Deputy Minister;
- Participating in teleconferences and meetings as required;
- Building and contributing to a strong team within a safe and respectful workplace; and
- Performs other duties as required.

Provides backup to the Revenue Claims Officer when needed by:

- Verifying and processing Vote 04/05 & Vote 08 financial documents as required; and
- Assisting in the preparation of any required claims.

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

- Knowledge of government financial administration; government accounting procedures; collective agreements; Generally Accepted Accounting Principles; Canada Revenue Agency regulations; government contract procedures; government policies, legislation and regulations;
- Knowledge of government computerized accounting systems, records management, budget planning and development, data entry and computer applications.

Skills and Abilities

- Ability to understand complex legislation, regulations, formula funding models, manuals, guidelines, policies and procedures;
- Ability to operate computerized accounting systems;
- Ability to handle multiple tasks during frequent busy periods;
- Critical thinking and analytical skills;
- Excellent communication skills in English (both verbal and written);
- Ability to plan, prioritize and organize own work within tight deadlines and changing priorities;
- Ability to take initiative on projects and planning tasks;
- Ability to maintain confidential information;
- Adaptable and flexible to changing programs and procedures;
- Ability to work independently and within a team, both effectively and efficiently and in a cross-cultural environment;
- Client services and conflict resolution skills;
- Time management skills; and
- Proficient skills in using Microsoft Word, Excel, databases and internet searches.

Typically, the above qualifications would be attained by:

- Completion of Grade 12 and 2 years of project management and/or accounting experience.
- Ability to speak more than one of Nunavut's Official Languages would be considered an asset.

Equivalencies consisting of an acceptable combination of education and related work experience may be considered.

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 working at a computer terminal or attending meetings, which can cause back, muscle and eye strain. Much of the day will be spent on reviewing and creating documents or conversing on the telephone.

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 disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

The incumbent works in a generally comfortable work environment. However, travel may be required to regional offices and communities to provide assistance to managers. Therefore, during the year the incumbent may be exposed to adverse environmental conditions, such as extreme weather and the unpleasant or potentially hazardous situations of being in remote locations.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements 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.

Extended hours are spent in reconciling, reviewing, monitoring, assessing and analyzing budgets and funds from the Language Funding Programs that requires attention to detail.

The incumbent requires concentrated sensory attention for prolonged periods of time for reviewing financial documents, reports and statements, as well as analyzing results from performance measures.

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 often faces extreme pressure to meet deadlines while maintaining reasonable financial controls. Pressure to meet these deadlines and provide a high degree of accuracy contributes to a high level of employee stress. Deadlines and timeframes for completing tasks are often very short which results in a high stress environment.

7. CERTIFICATION

<p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____</p> <p>_Manager, Language Acts Implementation_____</p> <p>Supervisor Title</p> <p>_____</p> <p>Supervisor Signature</p> <p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Minister</p> <p>_____</p> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.