

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
03-10233	Financial Information Systems Officer	Manager, Financial Systems Management (Accounting Systems) 03-03168

Department	Division/Region	Community	Location
Finance	Financial Systems Management	Iqaluit	2 nd Floor Brown Building

Fin. Code: 03630-01-1-111-0300000-01-????

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

The Financial Information Systems Officer (Officer), reporting to the Manager, Financial Systems Management (Accounting Systems), is responsible for providing effective analytical and technical support to the GN's Credit Card Accounting System (Access Online), which is used by all departments and agencies both in regions and at Headquarters. The Officer also monitors credit card use for compliance with the credit card policy and compliance with the provisions of the Financial Administration Act and Manual. The Officer will ensure that the system functions effectively, meets deadlines and provides acceptable service to clients and suppliers. The Officer will ensure a current and accurate listing of Credit Card numbers and Coordinators is maintained and approved. The Officer is responsible for providing advice and completing research resolution for all administrative, technical and system problems encountered during the use of Credit Cards and its Program. The Financial Information Systems Officer is also responsible for the maintenance of the Purchasing Card Accounting System (Access Online)

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?

The Financial Information Systems Officer provides technical and systems support to the Coordinators to ensure that system problems are identified, the source of the problem is pinpointed and resolved to remove any barrier to the effective functioning of the Access Online Systems. The Officer is also accountable for identifying the need for system enhancements to make the system more responsive to GN objectives. The Officer will also arrange interfaces with the GN financial system (FreeBalance) in a way that avoids compromising the integrity of the central systems. Credit Card Program processes annual expenditures up to \$35 million and is one of the primary sources of financial information and accounting support for the entire GN Credit

Card system. The Officer will ensure that the GN is able to fulfill its payment obligations to the public and suppliers, while also eliminating areas of problems or possible fraudulent abuse.

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 incumbent is responsible for:

1 - The Financial Information Systems Officer is responsible for providing technical support within the Financial Systems Management Section in the administration of the GN's approved Credit Card system (Access Online) program by:

- Providing technical advice and assistance to users of the system as required;
- Assessing user needs for regularly scheduled or specially requested reports;
- Logging and documenting problems requiring further analysis or software solutions;
- Recommending interim solutions after conducting detailed preliminary problem determination and analysis;
- Developing an action plan for dealing with problems in collaboration with the Coordinator;
- Assisting in developing feasibility studies and proposals to solve problems identified by users and to respond more effectively to client needs; and
- Reviewing and Maintaining the Chart of Accounts and User's profile within Access Online.

2 - The Financial Information Systems Officer will recommend measures to maintain the security and integrity of the Financial Information System by:

- Validating all applications for credit cards before sending for approval to ensure they meet limitations that were set out in the Record of Decision from the Financial Management Board;
- Periodically reviewing the inter-relationship between files and databases;
- Designing system enhancements for Access Online to increase efficiency and security wherever the Government is paying for goods and services by credit card;
- Recommending approval for the issuing of credit cards to authorized government staff through the usage of a detail formal application process;
- Designing programs to allow for electronic interfacing with the credit card financial systems so that expenditures are reflected accurately and timely in FreeBalance as part of the Government's accounts;
- Providing technical support to ensure there is an effective accounting interface between the Credit Card Program and FreeBalance.
- Periodically reviewing the internal mechanics of editing, document processing and cycle processing;
- Monitoring changes made to ensure they do not generate system problems which could interfere with expenditure processing; and
- Designing and implementing system changes to promote an appropriate level of data exposure and user security within the system.

3 - The Financial Information Systems Officer will maintain a system for managing and controlling ongoing, vendor supplied software changes to safeguard the integrity of the Access Online system by:

- Participating in the preliminary development and maintenance of procedures that provide for the orderly approval of software changes, recognizing the priority of each change;
- Maintaining test accounts and procedures to assess the impact of software changes before they go into full production;
- Developing and maintaining procedures that allow for the orderly implementation of new and changed software on an urgent or regularly scheduled release basis;
- Managing a post software implementation review process to identify and resolve problems generated by system change;
- Training of all users (Coordinators) to ensure accurate and complete usage of the functionality of the application is achieved.

4 - The Financial Systems Information Officer will work closely with Expenditure Processing staff to ensure that credit card payments are managed effectively by:

- Maintaining the software (Access Online) which controls liabilities generated by Government credit cards and generated by the Government purchasing cards;
- Working closely with Visa to solve problems for all authorized government staff who are having difficulty paying legitimate expenditures through credit cards; and

Other related duties as assigned by the Manager, Financial Systems Management (Accounting Systems).

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.

Qualification requirements (These skills are normally acquired through):

- Successful completion of post-secondary diploma in business management or accounting;
- 3 years of related experience;
- Equivalencies consisting of a combination of education, knowledge, skills, and abilities equal to the formal education and experience requirements will be considered.

Knowledge requirements:

- Familiar with and proven experience in dealing with corporate credit card transactions;
- Sound understanding of Generally Accepted Accounting Principles and Public Sector Accounting Standards;

- Knowledge of Acts, Regulations and business rules and procedures applicable to Finance is required (FAA, FAM, etc)

Skills and Abilities:

- Ability to learn and provide support on various software applications;
- Ability to use Excel and other MS Office applications for reporting;
- Ability to communicate effectively both orally and in writing;
- Ability to deliver training or education session to small groups;
- Ability to manage and handle large amounts of sensitive information;
- This is a **Position of Trust** and requires a satisfactory Criminal Record Check.

Personal Suitability:

- Dependability;
- Punctuality;
- Adaptability;
- Effective interpersonal relationships.

Ability to speak and write in Inuktitut is considered an asset.

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.

Incumbent spends long periods of time working at a computer which may cause physical discomfort and fatigue.

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 position works in a normal office environment and does not travel frequently and works in a generally comfortable office environment with the ability to get up and move around frequently.

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 through one or more of the incumbents' senses.

The Officer must be alert and pay close attention to details and questions being asked by his audience. The information provided must be accurate and precise.

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 is exposed to tight deadlines, conflicting priorities and resistance to change, which may cause some degree of mental stress. Stress is further enhanced by efforts to meet the expectations of the accounting systems' end users. This position also demands creative problem-solving abilities. Imposed unexpected and competing demands frequently cause some levels of stress and mental fatigue.

7. CERTIFICATION

	Manager, Financial Systems Management (Accounting Systems) 03-03168
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.	

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”.