

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	
12-15585	Financial Reporting Analyst	Manager, Financial Reporting and Advisory Services	
Department	Division/Region	Community	Location
NHC	Finance	Iqaluit	Building #1553
Fin Code: 03300-01-111-0302004			

2. PURPOSE

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

Reporting to the Manager, Financial Reporting and Advisory Services, the Financial Reporting Analyst plays a key role in preparing and establishing integrity of consolidated and non-consolidated financial statements submissions for the Nunavut Housing Corporation and meeting the accountability requirements for the Federal-Funded Programs. The Analyst also is responsible of all the audit requirements for the federal Funding Programs in accordance with the established agreements with reporting standards by legislation as outlined in the Financial Administration Act (FAA), the Financial Administration Manual (FAM), the Planning and Accountability Framework, and the Public Sector Accounting Standards (PSAS).

The position also provides professional and highly technical financial accounting and reporting advice, ensuring accuracy and completeness of financial reports, providing training and interpretation of legislation to NHC financial teams (at HQ and District levels) on matters relating to funding agreement reporting and compliance. It ensures that delivery of financial reports and audit results are within the timeframe of an approved workplan and the statutory deadline.

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 NHC is a public agency of the Government of Nunavut (GN) and operates at arm's length of the government. The NHC is accountable to the Government of Nunavut and the Office of the Auditor General for overall financial affairs. The NHC is responsible for the full scope of financial management from planning, budget development/approval, budget execution, internal control, procurement, financial operations and payroll, mortgages, collections of public housing rents. It receives direct funding from the federal agencies, primarily the Canadian Mortgage Housing Corporation and it has the direct oversight of federal funds, procurement and contracts management as well as financial reporting and program evaluation.

The NHC operates over \$450 million budget annually (\$170 million of Capital and \$283 million of Operations and Maintenance)

Besides the fact that corporation funds 25 LHOs 100%, the NHC is also responsible for consolidation of 25

LHOs' audited financial reports and provides support to the LHOs for their funding needs, staffing training and administrative needs.

NHC is mainly responsible for over \$100 million of federal funded programs reporting that it administers. Current Federal Funded Programs include National Housing Strategy, Northern funding for Public Housing, Social Housing Agreement, Investment of Affordable Housing, Canada Housing Benefit, Rapid Housing Initiatives, Low Carbon Emission Funding and funding from Crown-Indigenous Relations and Northern Affairs Canada, all of which have stringent reporting requirements. NHC has recently launched its Nunavut 3000 initiative and advocating for more funding support from the Government of Nunavut, the federal government, Indigenous group and community partners. It is the Financial Reporting Analyst's role to ensure that reporting obligations under these various federal programs are met. Most federal funding programs require quarterly reports and semi-annual reports on financial and programs, and audited cash disbursement reports certified by external auditors. Delayed submissions of these reports from can negatively impact the funding flow to NHC and ultimately on program delivery.

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 provides oversight, planning and reporting of federal funded programs and ensures that NHC complies with accountability requirements under various federal funding agreements:

- Investigates new third party funded agreements and initiatives with the federal government and agencies.
- Researches and develops alternatives in support of the Federal Funding Review.
- Leads in the preparation of all federal-funded program reports and audited financial reports under Federal Funded Programs Agreements.
- Collaborates with CHMC finance team in preparing schedules and reports as required under each agreement.
- Analyzes general ledger (GL) accounts for compliance reporting requirements especially on federal funded programs and other programs.
- Responds to inquiries from with officials from Canada Mortgage Housing Corporations and staff from other GN Departments in terms of program and financial reporting.
- Provides guidance to NHC officials and programs officers to ensure NHC provides accurate and complete information required to comply with Federal Funding Program reporting requirements.
- Develops and implements new and changed procedures to reduce the time required for finalization of required the financial statements under Federal Funded Programs.
- Prepares briefing materials for Senior Management in anticipation of presentations for the Minister, NHC Board Meetings, Standing Committee and the Legislative Assembly including briefing notes, reports and updating actions to date under the requirements of the Federal Funded Agreements.
- Consults with the Program Officers, District Directors and Comptrollers, Procurement team, LHOs and GN client departments on accounting treatment, financial coding, funding allocation and funding agreement reporting needs.
- Coordinates with NHC Finance and Program teams the preparation of quarterly, bi-annual, and annual financial reports as required by funders.
- Liaise with independent auditors to review, analyse and report on the accuracy of the information

on how the federal funding was used or allocated, which includes programs applied to 25 LHOs.

This position provides key support to the NHC Finance Team (Manager, Financial Reporting and Advisory Services, Corporate Comptroller, Manager, Budgeting and Financial Planning, Manager, Financial Services, and external accounting consultants) in the annual submission of consolidated financial statement:

- Ensures the NHC financial statements adhere to all current financial reporting standards and guidelines as stipulated by PSAB and other authoritative standard setters such as the International Public Sector Accounting Standards Board when required.
- Seeks opportunities for future improvements throughout the fiscal year in the reporting process.
- Ensures all financial reports, schedules, analyses, and working papers are provided on a timely basis consistent with the audit plan.
- Researches and assists with resolving the accounting and financial reporting issues raised during the audit as expeditiously as possible.
- Advises management of the status of all outstanding issues that require resolution and may affect an unqualified report.

Assist with the ongoing review, analysis, and reconciliation of various general ledger accounts to database and sub-ledger information necessary to support the timeliness, accuracy and integrity of the NHC reporting systems including:

- Prepares and tracks the general ledger account reconciliation on a timely basis to ensure they have been prepared, reviewed, and filed in accordance with established policies and procedures.
- Prepares ad-hoc analysis and reconciliations on a timely basis to ensure they have been prepared, reviewed and filed in accordance with established policies and procedures on a timely basis.
- Ensures all reconciliation irregularities are followed up and resolved.
- Research financial accounting and reporting of complex and sensitive arrangements and providing an assessment of and recommendations of accounting ledgers and reporting.

Assists on FMB submissions, funding business cases and research:

- Research and provide background information for FMB & Cabinet submissions for the Corporation presenting merits of benefits vis-à-vis the costs of not pursuing the proposed course of action, identification of any tangible return on investment(s), efficiencies, economies, and effectiveness.
- Assist the Manager preparing supports for financial proposals & plans.

Provides advice and guidance on the fiscal management and administration:

- Generates and distributes month-end reporting to management for all divisions.
- Reviews quarterly and monthly financial reports in consultation with management to facilitate corrective action as required.
- Provides advice and training to other divisions and regional offices.

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 behaviours 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

- Solid understanding of Generally Accepted Accounting Principles (GAAP), including methods, techniques and practices government financial reporting and compliance to external funder, budget forecasting, monitoring and control, reconciliation, variance analysis, delegated authorities, controllable capital assets, accounting controls, audit, ongoing, year-end and other financial reporting.
- Public Sector Accounting Standards (PSAS).
- Theories, principles and practices of financial administration
- Application legislation, policies, procedures, directives and guidelines governing the work (e.g., employment related, travel, contracting, records management, access to information and privacy, official languages)
- Comprehensive understanding of Government of Nunavut structures, mandates and priorities, and good knowledge of the NHC organization, services, programs and GN funds and external funds administered by NHC.
- Technical accounting and reporting competencies and be able to operate effectively within a highly complex financial operating environment.
- Understanding of Inuit culture, society and values of Nunavut.

Skills and Abilities

- Ability to prepare consolidated and non-consolidated financial statements.
- Analytical skills and attention to details.
- Ability to maintain a high level of accuracy in reporting, preparing and entering financial data.
- Computer skills, including the ability to operate computerized accounting, advance spreadsheet and document processing, and email at an advanced level.
- Effective time management and work task scheduling skills.
- Effective written, verbal and presentation skills.
- Ability to write and communicate complex concepts in plain, brief language.
- Ability to manage multiple priorities and changing demands; and
- Ability to implement new or improved methods to help toward continuous improvement.

Qualification Requirements:

Typically, the above knowledge, skills, and abilities, would be attained through:

- Undergraduate degree in Commerce, Business, or related field.
- Two (2) years of progressive, financial accounting and reporting including the use of financial management information systems.
- Current enrolment in a CPA program is considered an asset.
- An acceptable combination of education and 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.

Physical effort is required when sitting for extended periods when analysing financial data for accuracy and compliance. Extended periods of sitting to work at a computer or calculator can result in exposure to muscle and eye strain.

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.

Works in a traditional office environment, with exposure to multiple demands, competing priorities and deadlines, and the requirement to respond to requests for service, information, etc. which may pose risk of stress-related illness; eye strain from exposure to glare from a video screen; and muscle strain for sitting and keyboarding for extended periods of time.

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 through one or more of the incumbents' senses.

Substantial amount of time in front of a computer terminal and reviewing financial documents. There is a requirement for accuracy requiring a significant concentration and attention to detail which can contribute to eyestrain and other physical discomforts.

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.

Pressure to meet deadlines (particularly during key times of the year such as month-end and year-end) while maintaining reasonable financial control.

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.	

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”.