

1. IDENTIFICATION

Position No. 03-02967	Job Title Senior Financial Reporting Accountant	Supervisor's Position Manager, Financial Reporting (03-02032)	
Department Finance	Division/Region 03650-01 Financial Reporting & Controls	Community Iqaluit	Location Iqaluit
Fin. Code: 03650-01-1-111-0300000-01-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <ul style="list-style-type: none"> • The Senior Financial Reporting Accountant, under direction of the Manager, Financial Reporting, prepares the consolidated financial statements for the Government, to be included in the Public Accounts, within timelines established by legislation and management. As a member of the Financial Reporting team, the candidate also participates in the preparation of the non-consolidated financial statements. • • The position is also responsible for preparing information required for inclusion in the Public Accounts consistent with Tangible Capital Asset reporting standards set by the Canadian Institute of Chartered Accountants and the Public Sector Accounting and Auditing Boards. The candidate will manage the Government's tangible capital asset accounting system and any project related to the analysis, design, development or implementation of any such accounting system.

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> <ul style="list-style-type: none"> • The position is responsible for coordinating and preparing the consolidated section of the Public Accounts which are the financial statements and supporting schedules used to disclose the government's financial performance each year. It is a critical public document that must be accurately prepared on a timely basis, in accordance with specific accounting standards. Errors in the public accounts would reduce public confidence in the Department of Finance and the Government of Nunavut as a whole. The consolidation section incorporates the financial results of all government departments and revolving funds, territorial corporations and their subsidiaries, and a number of other related public agencies. • Capital assets, valued in the hundreds of millions of dollars, are significant to the Government of Nunavut. Correctly reporting capital asset financial information is a
--

critical component of annual Public Accounts preparation. The candidate needs to work with financial staff from all government departments and agencies, which both supply and use the database information.

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.

1. Prepares consolidated financial statements for government as required by legislation and in accordance with professional accounting standards by:

- Preparing a work plan detailing the steps and timelines for completion of consolidated financial statements and reviewing such plan with the Manager, Financial Reporting.
- Contacting senior financial managers of government departments, and public agencies affecting the consolidation, to ensure required information is received on a timely basis, consistent with the work plan for completion of the consolidated financial statements.
- Analysing financial information provided by departments and public agencies, providing explanations and answering inquiries to ensure such agencies provide accurate and complete information required.
- Preparing working papers, spreadsheets and analysis of financial information to support all consolidation adjustments, and maintaining the financial statement files in specialized Caseware/Caseview software and Microsoft Excel.
- Revising and maintaining consolidated financial statement preparation procedures.

2. Develop and prepare capital asset information required for inclusion in the Government's annual Public Accounts by:

- Developing and maintaining an appropriate system for collecting, maintaining and reporting tangible capital asset accounting information.
- On an annual basis and under the close supervision of the Manager Financial Reporting, develop and review capital asset/capital lease standards including the reconfirmation of amortization rates and asset threshold criteria.
- Validating capital expenditure transactions processed in the Free Balance or other relevant accounting system.
- Maintaining appropriate reconciliation reports supporting asset database balances, write downs, disposals, additions, and amortization.
- Identifying data coding errors and facilitating correction.
- Annually, updating capital asset issues contained within the year-end manual, and providing professional accounting input on updates to the Financial Administration Manuals and any other similar document dealing with capital asset management.
- Managing the execution of the year-end data collection and validation processes.
- Ensuring that appropriate department representatives have reviewed and approved year-end asset listings, conducted the necessary audit requirements to validate the existence and value of tangible capital assets in accordance with generally accepted accounting principles.
- Working closely with other accountants in the Financial Reporting area to ensure that data collection stream balances are appropriately reconciled for Public Account purposes.

- Participating in the preparation of all capital asset schedules and reconciliation reports required for public accounts (consolidated and non-consolidated).
- Resolving consolidation/reconciliation issues pertaining to the collection, recording, and accounting for assets maintained by all government reporting entities including agencies.

3. Providing necessary assistance and information to the staff of the Office of the Auditor General during the Public Accounts audit by:

- Discussing with senior financial managers concerns relevant to resolve issues of disclosure in the financial statements.
- Preparing analysis of financial information to support or verify information reported in the financial statements.
- Reviewing of the consolidated Public Accounts, prior to finalizing, to ensure they are accurate and complete.
- Following up and resolving any disagreements and review of issues with the Manager, Financial Reporting.
-

4. Participating in special projects assigned which are related to financial reporting and accounting policies by:

- Participating in the preparation of the Financial Administration Manual directives.
- Recommending and implementing appropriate courses of action when encountering difficulties during the year end process.
- Preparing briefing notes and reports on financial reporting issues as may be required by senior management.
- Other tasks, as assigned.
-

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.

Contextual Knowledge Requirement

- Strong knowledge of Generally Accepted Accounting Principles (GAAP) for both private and public sector organizations.
- Strong knowledge and experience in the application of accounting theory and principles
- Good knowledge of Government policies and procedures.
- Strong knowledge of database creation and maintenance

Skills and Abilities

- Strong analytical skills
- Excellent written and oral communication skills and excellent organizational skills.
- Ability to work in a team environment
- Ability to follow policy procedures, guidelines and standards and apply them consistently
- Strong micro computer user skills with spreadsheets, word processing, accounting and report writing.
- The ability to work effectively and efficiently with the large number of contacts, a highly

sophisticated level of communication is required.

Qualification Requirement

- Typically the contextual knowledge, Skills and Abilities would be attained through the completion of a degree from a recognized post-secondary institution in business, accounting, finances or related field. In addition, the incumbent must be working towards the completion of a CPA designation.
- Two years of work experience within a complex accounting environment at a senior accountant/auditor level demonstrating an ability to resolve complex accounting and reconciliation problems.
- Two years' experience preparing complex financial statements Current CPA designation would be a definite asset
- Knowledge of Caseware software and FreeBalance are an asset.
- The ability to communicate in more than one of Nunavut's official languages is an asset.
- A 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.

- Little physical effort is required. The incumbent works in an office environment with some natural light and the ability to get up and move around. This position spends long hours working on a computer keyboard which can cause back and muscle strain. Long hours are often needed to meet financial deadlines.

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.

- There is no predictable exposure to unpleasant or dangerous conditions.

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.

- This position spends long hours working in front of a computer terminal that can cause fatigue and eye strain.

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.

- This position is constantly under pressure to meet deadlines particularly at year-end. Long hours are often needed. Problem solving in a large Government setting can be difficult and stressful when working on tasks requiring completion within a short time frame.

7. CERTIFICATION

	Manager, Financial Reporting (03-02032)
_____ 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”.