

quarter end interim financial statements for management's purposes and on a periodic basis for the Audit Committee of the WSCC. The incumbent manages the completion of tasks required during the preparation and audit of the WSCC annual financial statements. This involves multiple divisions within the WSCC, and interaction with staff from the Office of the OAG. This position also manages the implementation of IFRS at WSCC. The role provides professional advice, assistance, training and interpretation of the *Workers' Compensation Act*, its Regulations, WSCC policies, the *Financial Administration Act*, IFRS and Generally Accepted Accounting Policies (GAAP) applicable to the WSCC.

The incumbent is a key expert resource for all the divisions within WSCC and to OAG staff to help address accounting issues in a manner that reflects all relevant accounting policies, standards and recommendations.

The Manager, Financial Reporting directly supervises three (3) staff: two (2) Senior Financial Planning and Performance Analyst and one (1) Treasury Officer.

The position is accountable to the Chief Financial Officer for ensuring that established timelines and quality of Financial Statements, relevant working papers and other supporting schedules/documents are completed within established timeframes.

The incumbent has payment authority up to \$500,000 and spending authority of \$20,000,

RESPONSIBILITIES

1. Manages, Plans and Monitor the Financial Statements Preparation and Audit:

- Monitors and follows up with WSCC staff (Finance and other divisions) to ensure that required information is being provided to Finance to prepare the financial statements and working papers within established timelines.
- Reviews and amends the annual list and schedule of information requirements for the preparation and audit of the financial statements in consultation with the Corporate Comptroller.
- Sets up and maintains proper working files to support the annual financial statements.
- Reviews the information received or prepared for accuracy and completeness.
- Prepares and reviews working papers, spreadsheets and analyses of financial information to support adjustments and information reported in the financial statements (e.g. adjusting entries, reclassification entries).
- Designs, amends or runs reports within the WSCC accounting system (Great Plains Dynamics) and Caseware to support preparation of annual working papers and analyses.
- Responds to queries from OAG staff.

2. Supervises the Financial Reporting and Planning team:

- Oversees the orientation of employees to the workplace including processes and procedures and the WSCC GP and CAAPS computer systems.
- Conducts annual performance assessment reviews for direct reports.

- Co-ordinates the training/learning and development plans.
 - Works with staff in setting work objectives and goals.
 - Coaches and motivates staff to continually maximize team performance with a continuous improvement philosophy.
 - Distributes duties and responsibilities to ensure the workplace runs efficiently and effectively
 - Ensures the health, safety and wellness of all employees in the unit.
- 3. Manages the annual operating and capital budgets process:**
- Manages the consolidated operating and capital budgets for WSCC divisions
 - Manages the development, implementation, evaluation and ongoing review of the budget framework, policies, processes and planning.
 - Responsible for the preparation of the forecasted results for management, audit committee and Governance Council.
- 4. Prepares Interim Financial Statements:**
- Prepares unaudited monthly interim financial statements during the year for management's purposes on a periodic basis.
 - Prepares unaudited interim financial statements and papers for the Audit Committee on a quarterly basis.
- 5. Provides Advice and Guidance to WSCC Staff:**
- Provides advice and assistance, develops materials and provides training to Finance and other divisions' staff on WSCC accounting policies and procedures, International Financial Reporting Standards (IFRS), and interpretation of such policies, procedures and standards.
 - Participates in projects or working groups, as required, to ensure that that financial recording, financial reporting and internal controls issues are identified and addressed, as appropriate.
- 6. Researches and analyzes Financial Reporting Standards and Emerging Issues in IFRS:**
- Reviews new or proposed financial reporting standards proposed by the International Accounting Standards Board from time to time.
 - Assessing the impact of accounting and reporting developments and potential changes to WSCC
 - Supporting activities of the above responsibility.
 - Remain current on IFRS
 - Preparation of position papers
- 7. Supports the Work of the Finance Section**
- Prepares position papers, briefing notes and reports, as required, on financial reporting issues.
 - Performs other duties, as required.

WORKING CONDITIONS

(Working conditions identify the unusual and unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

No unusual conditions

Environmental Conditions

No unusual conditions

Sensory Demands

During annual budgetary process and year-end financial statement preparation, incumbent is required to spend extended periods at the computer and pay close attention to detail.

Mental Demands

Deadlines during certain times of the year (budgets, quarter end and annual audit) create stress and may require overtime.

The incumbent may encounter hostile and confrontational debtors over the phone or in person which may include being subject to verbal abuse and extreme language. There is an element of uncertainty about what to expect.

It can be stressful for the incumbent when confronted with disgruntled employers, employees, claimants and former staff members outside of work hours

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Thorough knowledge of accounting theory, General Accepted Accounting Principles (GAAP) and financial reporting requirements.
- Proficient in the processes for the preparation of complex financial statements, including applicable note disclosures.
- Knowledge of relevant Government legislation, regulations, and policies that are applicable to the WSCC, including the following:
 - *Workers' Compensation Act* (in each of the Northwest Territories and Nunavut);
 - *Financial Administration Act*;
 - Financial Administration Manual; and
 - Planning and Accountability Framework, GNWT.
 - International Financial Reporting Standards (IFRS)

Skills

- Excellent written and verbal communication skills, including report writing skills and the ability to provide professional advice in a way that staff with limited or no financial training can understand.

- Interpersonal and listening skills for working with co-workers in order to gain compliance with required financial procedures and to minimize conflicts.
- Planning and priority-setting skills.
- Demonstrated organizational and time management skills.

Abilities

- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to correctly interpret legislation, regulations and accounting standards, and to exercise professional judgement when applying such legislation and standards in the performance of the position’s duties.

Typically, the above qualifications would be attained by:

Successful completion of a relevant degree, and membership in good standing, of a recognized Canadian accounting designation, Chartered Professional Accountant (CPA), with three (3) years of progressive accounting and financial reporting experience, including at least one (1) year of experience in the preparation of IFRS complex financial statements and related working papers and at least two (2) years supervisor experience.

Experience with CaseWare/Caseview software would be considered an asset.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred