

reconciliations, month end close and general journal entries, entered into the WSCC's ERP System, within their designated authorized limits under the appropriate legislation, regulations, agreements, policies, departmental business procedures and Generally Accepted Accounting Principles (GAAP). 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 the divisions within WSCC and assist the Corporate Comptroller, the Manager, Financial Reporting and the OAG staff to help address accounting issues in a manner that reflects all relevant accounting policies, standards and recommendations.

The Manager, Financial Operations supervises five (5) staff: three (3) Senior Accounting Clerks, one (1) Finance Officer and one (1) Accounting Clerk, Revenue.

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

RESPONSIBILITIES

- 1. Manages financial transaction processing for Accounts Payable/Accounts Receivable, vendor and customer maintenance and the GL transactions for all client divisions.**
 - Ensures the WSCC is in compliance with federal and territorial legislation, regulations, policies, agreements and divisional procedures.
 - Ensures that processing takes place in a timely way according to the specific Service Level Agreements with client divisions.
 - Monitors and verifies financial signing authorities for client divisions to ensure accuracy and consistency.
 - Maintains communication with the bank as issues are presented related to Electronic Funds Transfers and Pension Wires.
 - Manages appropriate quality assurance mechanisms and performance standards to monitor and track achievement of business objectives.
 - Reviews the Safe Advantage calculations as presented by Prevention Services before posting to the general ledger.
- 2. Manages the AR sub-ledgers and is responsible for all AR processes and adjustments including regular monthly reconciliations**
 - Ensures that all receipts collected by the Accounting Clerk are properly and accurately recorded.
 - Ensures the routine and regular deposit to the bank of all receipts.
 - Processes CAAPS overpayments for claims and ensures entry into GP according to established policies and processes.
 - Invoices for the collection of overpayments to staff, based on details provided by the Senior Payroll Specialist.
 - Enters reversal of receipts recorded for cheques, credit card payments and pre-authorized debit payments not honored by the Bank.
 - Prepares the recovery invoices to the relevant Employers for pre-WSCC pension

payments.

- Reconciles daily batches of journal vouchers created during the integration of the accounts receivable to GP from CAAPS.
- Reconciles daily batches of journal vouchers created during the integration of the accounts from the Web Portal including preauthorized direct deposits and credit card payments.
- Determines discrepancies between CAAPS, e-connect web-portal (e-connect) and GP.
- Ensures that all invoices are processed in accordance with WSCC policies, legislation and policies.
- Routinely audit the processed receipts documents to ensure proper coding.
- Produces journal vouchers in GP accounting system.
- Process adjusting journal entries and General Ledger (GL) Transfers as necessary.

3. Manages the processing of all Accounts Payable including CAAPS, Claimants, ReQlogic, G&A, VISA, petty cash and employee travel from request to payment ensuring accuracy and adherence to business processes and WSCC policies and financial regulations.

- Manages the medical claims invoice process ensuring that invoices are assigned to Claim Owner (CO) within the agreed service standards.
- Follows up on invoices not returned within agreed upon service standards.
- Manages the Finance Group email and delegates work as appropriate.
- Signs Payment Authority for documents recommended by Senior Accounting Clerk which are over their limit.
- Provides guidance, training and support to the Accounts Payable Team regarding vendor and employee inquiries
- Maintains confidentiality and security of vendor and employee personal information.
- Provides advice and guidance to claims staff on coding and corrections to claims transactions.
- Provides direction to Claims staff on the financial procedures on processing of medical invoices.
- Approves and reconciles daily batches of journal vouchers created during the integration of claimant compensation payments to GP from CAAPS and the medical invoices from ReQlogic.
- Recommends improvements to business processes based on a continuous excellence philosophy.
- Determines discrepancies between claims software and accounting software.
- Ensures that all invoices are processed in accordance with WSCC policies, legislation and procedures.
- Routinely audit the processed payments documents to ensure proper coding, contract referenced, and proper approval has been provided.
- Investigates any invoice discrepancies with outside vendors
- Provides direction to WSCC managers and staff to ensure compliance of financial and purchasing policies and procedures
- Produces journal vouchers in WSCC accounting system
- Receives and reviews discrepancies and trends as identified by the Senior Accounting Clerks
- Manages the regular processing of Lease and Rental Payments

- Journalizes paid invoices in CAAPS (error corrections from Claims)
 - Process adjusting journal entries and General Ledger (GL) Transfers as necessary
 - Monitor Outstanding Travel Advances and ensure advances are cleared according to WSCC policies.
 - Ensure that Duty Travel Rates are updated as required.
 - Review and authorize VISA statements for coding accuracy and spending authorities.
- 4. As directed by the Corporate Comptroller, ensures appropriate processes and internal controls are established and applied, in order to manage and report on expenditures, revenues and other accounts.**
- Implements internal controls and process strategies as outlined by the Corporate Comptroller, for day-to-day operations
 - Reviews and resolves issues that have been elevated internally within the Finance Division
 - Discusses ongoing financial transaction processing with client divisions to facilitate continuous improvement strategies
 - Makes recommendations for improvements to the Corporate Comptroller based on capacity of the Finance Transaction Processing Team and implements as directed
 - Directs, implements and coaches staff on business processes and operating guidelines
- 5. Supports the Finance unit in achieving the mandate and goals of the unit.**
- Manages the monthly and annual reconciliations of all balance sheet accounts.
 - Prepares year-end working papers and reconciliations in accordance with IFRS and assists the Corporate Comptroller with year-end preparation for the annual audit.
 - Assists in the preparation of the audit documentation, "Prepared by Client", (PBC) schedules, notes and reconciliations as requested by the Office of the Auditor General.
 - Actively participates in the audit process with the OAG, providing additional documentation and information as requested.
 - Other duties as assigned
- 6. Provides financial oversight to several Claims processes.**
- Manages the process for Held Pensions.
 - Transfers and audits claim from in-house Doctors, ensuring they are processed according to policy.
 - Manages the advances given to Claimants and ensures recovery is initiated in a reasonable time frame.
 - Manages the documentation for the delegation of CAAPS Spending Authority.
 - Ensure that the CAAPS holidays are updated within CAAPS regularly
 - Investigates and provides corrections for all accounting abnormalities including journal adjustments in CAAPS
- 7. Manages financial staff to ensure an effective collaborative and efficient team.**
- Oversees the orientation of employees to the workplace including processes and procedures and the WSCC ERP system
 - Works with the Corporate Comptroller and staff to establish and monitor work objectives.
 - Actively manages the distribution of duties and responsibilities to ensure the workplace

- runs efficiently and effectively
- Creates cross-training and professional opportunities for staff
- Co-ordinates the training/learning and development plans of staff
- Implement and monitor work objectives and goals within the team
- Responsible for the completion of annual performance appraisal reviews for all members of the team.
- Coaches and motivates staff to continually maximize team performance with a continuous improvement philosophy.
- Provides development and training in financial policy and procedures as well as the structure and integration of the WSCC ERP systems.
- Monitors and approves staff leave and attendance
- Participates with Human Resources with recruitment of new staff when required
- Identifies training opportunities for direct reports

WORKING CONDITIONS

Physical Demands

Although the incumbent spends the majority of time at a desk, there is ample opportunity to get up and move around the office.

Environmental Conditions

No unusual conditions

Sensory Demands

During peak periods long hours of reconciliations and sitting in front of a video display terminal are required. Meticulous attention to detail is required.

Mental Demands

This position works to strict deadlines and is routinely involved in several detailed tasks simultaneously. Imposed unexpected demands from other departments and external stakeholders frequently cause high levels of stress and mental fatigue. In situations where the incumbent questions work received from others, discussion can be sensitive and mentally stressful.

The position is subject to frequent changes in priorities and competing demands.

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:

These skills are normally acquired through a recognized professional accounting designation (CPA) as well as 3 years directly related financial management experience, including 2 years of supervisory experience in a computerized financial environment. Equivalencies may be considered.

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

CERTIFICATION

Title: Manager, Financial Operations

Position Number: 97-0528

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ Date</p> <p>_____ President & CEO</p> <p>_____ Date</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by Human Resources: _____