

## **OFFICE PROFILE: FINANCE AND ADMINISTRATION**

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The NWTHC's Finance and Administration Division is located in the organization's headquarters in Yellowknife.

"We are responsible for all financial processing at the end of the day," explains Sheldon Grayston, the Director of the Finance and Administration Division. "(We're) responsible for all the financial reporting."

The responsibilities of the division are vast and at the heart of the organization. Mr. Grayston, who has been with the NWTHC for 22 years, explains that the division has many responsibilities which are not just within the NWTHC. "We do have a good group here. A lot of long-term employees, which we're thankful for," he said.

The division is responsible for development of financial policies. Some of the many other responsibilities include annually consolidating the financial statements of the NWTHC and the LHOs in anticipation of the yearly audit by the Office of the Auditor General.

It also falls on the shoulders of Finance and Administration to oversee the NWTHC's agreements with the Canada Mortgage and Housing Corporation; ensuring NWTHC contributions are received and results reporting are provided to CMHC.

They are responsible for banking relations and investing, as well as, asset management. There are tracking and controls in place to keep track of the NWTHC's assets, such as housing units and vehicles. Part of the asset management practices includes an asset management system that went live on January 7, 2013.

Finance and Administration are involved with processing mortgage payments and management of lease agreements for the Public Housing and affordable housing units which are leased by the NWTHC.

A lot of time is spent working with district employees, "They tell us any concerns they may have so we can update policies," said Grayston. The division has a functional relationship with the districts; it supports the districts with their finances. They also work with the district staff to help them support the financial affairs of the LHOs.

On the horizon for the Finance and Administration Division includes the new challenge of Financial Shared Services, which the Government of the Northwest Territories is moving toward.

"It is a big challenge going ahead," said Grayston. He said it means the role of the division will change, as the tracking of finances will change requiring further training of staff. According to Grayston it will mean "a shift in the way we do business." Financial Shared Services model has already been instituted in the Nahendeh and Beaufort Delta Districts.

