

**Janet Ruth Johnson
Box 128 RR2
Hillview, NL
A0E 2A0**

Phone: 709-425-2445 or 709-727-6416
E-mail: Janet.Johnson@nrc-cnrc.gc.ca

Work Phone: 709-772-4294

EDUCATION

Diploma in Information Technology, October 2001
Memorial University of Newfoundland, St. John's, NL

Software working experience including: Microsoft Office Suites 95/97 and 2000(includes Word, excel, PowerPoint, and access): WordPerfect Office 2000 and: FrontPage.

Bachelor of Commerce (with an option in finance), May 1993
Memorial University of Newfoundland, St. John's, NL

WORK EXPERIENCE

National Research Council Canada
Institute for Marine Dynamics, St. John's, NL

Position: Chief Finance Officer – FI 2 (Oct., 2002 to Present)

Key duties:

- Providing financial, accounting, material management and administrative support to the institute and functional direction to the Director General, Director of Facilities, Director of Research and project managers;
- Planning, developing, and operating IOT's budgetary control and financial performance reporting systems;
- Preparing monthly, quarterly, annual and multi-year resource estimates, projections and analyses of all institute expenditures and income for use by the Director General and corporate officials as part of the on-going planning and the NRC program processes and review;

- Providing proposals and advice to the Executive and Operations Committees regarding A-Base budget allocations and interpreting and implementing decisions made by them.
- Directing the institute's procurement system, contract administration and asset control; liaising with PWGSC and suppliers; negotiating standing offers and contracts, and providing procurement advice and guidance to project managers; managing the budget and expenditures for the general administration and finance project.
- Supervising the work of four administrative staff.

Human Resources Development Canada

Regional Headquarters, St. John's, NL

Position: Post-Audit Officer – FI 1 (Indeterminate position) (May 1998 to Oct., 2002)

Key duties:

- Conducting audits, reviews and investigations of financial transactions in conjunction with appropriate program officers.
- Providing financial analysis support, advising and assisting in the areas of financial management, accounting operations, policy and systems, and internal control.
- Participating in the development, training and implementation of financial policies and systems;
- Preparing monitoring reports to assist in the monitoring of performance indicators/results in support of operational/corporate areas. This information is used to assess operational and financial outcomes to ensure program objectives and priorities are met.

Human Resources Development Canada

Regional Headquarters, St. John's, NL

Position: Regional Financial Officer – FI 1 (Secondment) (Sept., 2000 to March 2001)

Key duties:

- Testing financial systems for the project/team leader. This information ensured smooth implementation of financial systems.
- Extracting data from computerized data bases/systems for the preparation of periodic (monthly, quarterly, annual) departmental financial and performance reports.
- Researching, gathering and compiling information for the project leader for inclusion in the preparation of financial reports in support of the HRDC Business plan, Estimates Part II, Departmental Performance Report, Report on Plans and Priorities, Supplementary Estimates, HRDC Financial Report, Public Accounts and Year-End Reports. This information enables the department to meet its central agency reporting requirements.

Human Resources Development Canada
Regional Headquarters, St. John's, NL

Position: Regional Financial Advisor – FI 2 (Acting) (June 26, 2000 to Sept. 3,2000)

Key duties:

- Co-ordinating financial analysis and providing functional advice and assistance to senior management in the areas of financial management, accounting operations, policy and systems, and internal control.
- Co-ordinating the design, development, training, and implementation of financial policies and systems.
- Analysing, assessing, and monitoring the budgetary plans, funding allocations, classifications of accounts, and utilization and forecasts of expenditures.
- Planning, co-ordinating, and analysed financial data and prepares reports for inclusion in the Departmental Corporate Planning and Reporting processes, such as Public Accounts and Year-End Reports.
- Researching, analysing, distributing, monitoring, reconciling funding allocations, and consolidating forecasts submitted by Managers.

Human Resources Development Canada
Centralized Claims Processing Centre, St. John's, NL

Position: Chief, Finance and Administration (assignment) (March 1998 to June 1999 and March 2000 to May 2000)

Key duties:

- Providing management with the appropriate support in the production and maintenance of regional plans: acting as advisor and catalyst in preparing input proposals and recommendations for the planning process; advising on, and providing guidance and assistance with the setting of goals and objectives and in the development of work plans.
- Directing the implementation and maintenance of financial policies, systems and procedures, to meet operating needs for the control of human and financial resources, for the financial control of expenditures, for accounting and control of accounts receivable and revenue, and for the safeguarding of assets.
- Consulting with managers to define their financial information requirements while at the same time advocating Central Agency and departmental policies.

- Directing the development and preparation of submissions for Program Forecasts, Main and Supplementary Estimates and annual operating budgets, and the implementation and maintenance of the financial reporting and analysis system.
- Managing up to a staff of twelve in the administrative, administrative support and operational categories.
- Allocating budgets for up to four Responsibility Centres. Consulting with each manager regarding financial planning for the fiscal year. Preparing documents for each manager's forecast and analysis this information. Advising managers on the budget/forecast process. Submitting forecasts with rationale to the Corporate Service managers on a timely basis.

During my first assignment in this position there was a major re-structuring of the Avalon Districts part of the organizations. This re-structuring included the formalization of the Centralized Claims Processing Unit (CCPC). The CCPC is made up of the Employment Insurance and Income Security Programs mail processing Centre as well as the Insurance Processing Operational Centre. Part of my duties consisted of setting up a complete new site for the Employment Insurance mail-processing centre. I also set up a new structure for the finance and administration unit of the CCPC. The services required included purchasing, processing invoices, completing all staffing actions, giving advice on pay and benefits issues and setting up each RC's budget.

Human Resources Development Canada

Regional Headquarters, St. John's, NL

Position: Financial Control Analyst – FI 1 (June 1997 to Feb. 1998)

Key duties:

- Monitoring financial transactions including reconciliation of the two financial systems.
- Monitoring and controlling financial signing authority documents.
- Retrieving and compiling information for Public Accounts and other financial reports at Year End.
- Participating in the development, training and implementation of financial policies and systems.
- Analysing, validating and consolidating financial data to assist in the preparation of financial reports in support of the Departmental/Corporate Planning and Reporting Processes such as Public Accounts and Year-End Reports.
- Monitoring and ensuring compliance of accounts verification, allotment control, and approval of payment requisitioning.

Other Work Experience with Human Resources Development Canada

- Expenditure Accounting Clerk – Regional Headquarters (January 1995 to May 1997)
- Manual Processing Clerk – Local Pay Centre (October 1994 to December 1994)
- Client Service Representative - Employment Centre (March 1994 to September 1994)
- Input/Output Clerk – Local Pay Centre (June 10, 1981 to March 1994)
- Data Entry Operator – Local Pay Centre (Nov. 10, 1980 to Oct. 5, 1981)

RELATED EXPERIENCE

Budget, financial planning, analysis and forecasting.

- As Chief of Finance and Administration managing the Corporate Services part of the Centralized Claims Processing Unit (CCPC).
- Directing the development and preparation of submissions for Program Forecasts, Main and Supplementary Estimates and annual operating budgets, and the implementation and maintenance of the financial reporting and analysis system.
- Allocating budgets for up to four Responsibility Centres. Consulting with each manager regarding financial planning for the fiscal year. Preparing documents for each manager's forecast and analysis this information. Advising managers on the budget/forecast process. Submitting forecasts with rationale to the Corporate Service managers on a timely basis.
- Analysing, assessing, and monitoring the budgetary plans, funding allocations, classifications of accounts, and utilization and forecasts of expenditures.

Experience in coaching and supervising staff.

- As Chief of finance and Administration managing/supervising up to a staff of 12 in the administrative, administrative support and operational categories.
- In the Financial Control Analyst position acting in the supervisor's position supervising up to six employees.
- As Finance Officer with IOT I supervise four staff.

Knowledge of capital works and contracting arrangements

- As Finance Officer with IOT my duties include directing the institute's procurement system, contract administration and asset control; liaising with PWGSC and suppliers; negotiating standing offers and contracts, and providing procurement advice and guidance to project managers; managing the budget and expenditures for the general administration and finance project.

Workshops attended:

- HRDC's National Internal Audit Conference
- Modern Comptroller-ship workshop
- HRDC's National Post-Audit Workshop
- RCMP security workshop
- Post-Audit Training session.
- Material Management Institute Workshop.

Completed the PSC Middle Manager In-Basket 820 and received a mark of 38/40

Reference available upon request