



#### **IDENTIFICATION**

Department		Position Title	
Finance		Senior Accounting Clerk	
Position Number(s)		Community	Division/Region(s)
15-14399		Fort Simpson	Financial and Employee Shared Services

#### **PURPOSE OF THE POSITION**

This position is responsible for data entry into the GNWT's ERP system as it pertains to financial transaction processing (Accounts Payable and Accounts Receivable), including vendor/customer set up as well as inputting data with respect to GNWT payroll matters and employee benefit questions and claims.

#### **SCOPE**

The Senior Accounting Clerk provides financial transaction processing support for all GNWT departments, NWTHC, Boards, Agencies and Authorities. The position is responsible to assist in ensuring the accuracy of transaction processing (accounts payable and accounts receivable, as well as employee related compensation and benefits information) in the GNWT's Enterprise Resource Planning (ERP) System by providing seasoned advice to Accounting Clerks, and processing complex transactions. The position is responsible for transaction processing of unique and specialized transactions related to client department specific program needs and reconciliations of a more complex or time sensitive nature. It is imperative that these transactions are dealt with in an accurate and timely manner in order to meet the performance metrics laid out in service partnership agreements with client departments. The position provides daily support, seasoned financial processing advice and first level of escalation from transactions of an unusual nature and must determine appropriate resolution to issues or escalated issues to the team for resolution. In order to ensure effective and timely processing of transactions this will require considerable judgment.

#### **RESPONSIBILITIES**

- 1. Prepares and processes financial documents (accounts payable and accounts receivable) ensuring accuracy and adherence to federal and**

**territorial government legislation, regulations, policies, agreements and business processes.**

- Ensures all financial transactions are processed in accordance with Federal and Territorial legislation, regulations, policies and directives issued by the Financial Management Board (FMB) and the Department of Finance.
- Prepares, processes and posts financial transactions in the GNWT ERP system and produces financial documents for expenditure and accounting authority approval.
- Reviews and verifies financial transactions in the GNWT ERP system.
- Identifies issues, gathers information, and provides recommendations to the team for processing transactions in a timely and accurate manner with a focus on continuous improvement.
- Responsible for transactions that are more complex or time sensitive in nature.

**2. Processes onboarding documentation (new job offers, rehire offers, transfer assignments, direct appointments, etc.) as it pertains to employee information required for entry into the GNWT ERP while ensuring accuracy and adherence to federal and territorial government legislation, regulations, policies, agreements and business processes.**

- Processes employee required information into the GNWT ERP system in a timely and accurate manner in compliance with federal and territorial legislation, regulations, policies, agreements and business processes to ensure timely processing of compensation and benefits.
- Reviews and verifies transactions in the GNWT ERP system as identified.
- Identifies issues, gathers information, and provides input to the team for processing transactions in a timely and accurate manner with a focus on continuous improvement.

**3. Assists the supervisor in guiding accounting clerks to ensure an effective and efficient team.**

- Assist in the orientation of employees to the workplace including processes and procedures, and the ERP system, the incumbent is seasoned in Financial and Employee Shared Services business processes and procedures.
- Provides general oversight as well as technical accounting and systems guidance to the Accounting Clerks.
- Advises the Accounting Clerks when problem solving or investigating escalated issues or complex financial transactions.
- Mentors the Accounting Clerks to continually maximize team performance and ensure performance metrics are met.

**4. Assists with administrative support to the Division.**

- Provides telephone reception and handling of incoming/outgoing mail.
- Maintains an inventory log of financial controllable forms.
- Ensures records management policies are followed.

- Delivers all monies received and bank deposit slips to the bank on a daily basis.

**5. Provides reporting and project support to the division.**

- Completes special projects and analyses as assigned. These can be complex in nature and accuracy is imperative to ensure timely and appropriate business decisions of management.
- Cross-trained in critical operational activities performed by other staff to ensure minimal disruption to services.

**WORKING CONDITIONS:**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

No unusual demands.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Strong communication and interpersonal skills
- A working knowledge of GAAP (Generally Accepted Accounting Principles) as well as Federal and Territorial legislation regulations, policies (e.g. the GNWT Financial Administration Act
- The ability to mentor colleagues in a positive manner

**Typically, the above qualifications would be attained by:**

Grade 12 and post-secondary course financial/accounting courses (e.g. Introduction to Financial and Management accounting) and 2 years of directly related full cycle financial transaction + one year of directly related payroll transaction processing experience; OR

Grade 12 and a Business Administration Diploma or Degree and 2 years of directly related full cycle financial transaction processing experience and 1 year of directly related payroll transaction processing experience; OR

Grade 12 and successful completion of the Canadian Payroll Certification – Payroll Compliance Practitioner (PCP) and 3 years of directly related payroll transaction processing experience.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

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

### **French language** (check one)

- ☐ French required
- ☐ French preferred
- X French not required