



IDENTIFICATION

Department	Position Title	
Finance	Senior Accounting Clerk	
Position Number(s)	Community	Division/Region(s)
15-14463	Yellowknife	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. Oversees the maintenance of employee payroll and benefit records, in GNWT's ERP System, ensuring accuracy and adherence to federal and territorial government legislation, regulations, policies, agreements and business processes.**
 - Receives and verifies payroll and benefit documentation to ensure proper compensation payments and deductions are completed in accordance with Federal and Territorial legislation, regulations, policies, agreements and business processes.
 - Accurately processes or makes necessary adjustments on individual employee pay records.
 - Reviews and reconciles system generated pay reports.
 - Identifies and processes payroll recoveries, pension documents and third party demands in GNWT's ERP System.

- Makes recommendations to more senior staff with respect to payroll matters identified in day-to-day transaction processing.
 - Assist in identifying priorities for processing payroll and benefit transactions in a timely and accurate manner.
 - Processes all payroll and accounts payable cheque cycles as required.
- 4. 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.
- 5. 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.
- 6. 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
- ☒ 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
- ☒ French not required