



## **IDENTIFICATION**

| Department         | Position Title   |                                        |
|--------------------|------------------|----------------------------------------|
| Finance            | Accounting Clerk |                                        |
| Position Number(s) | Community        | Division/Region(s)                     |
| 15-14474           | Yellowknife      | Financial and Employee Shared Services |

## **PURPOSE OF THE POSITION**

The Accounting Clerk audits, prepares and enters financial documents (accounts payable, accounts receivable, employee information for compensation and benefits) in the GNWT ERP System. The incumbent is responsible for ensuring all financial transactions are completed in an accurate, consistent, timely manner and in accordance with Federal and Territorial legislation, regulations, agreements, policies and business processes for the GNWT, NWTHC, Boards, Agencies and Authorities.

## **SCOPE**

Located in Yellowknife and reporting to a Senior Finance Officer, the Accounting Clerk provides financial transaction processing support for all GNWT Departments, NWTHC, Boards, Agencies and Authorities; as well as administrative support to the Division. This role provides a range of services including the preparation, verification of payroll, employee benefits and financial functions Accounting Officers are expected to work in teams across the GNWT to ensure all work items are processed in a timely and accurate fashion.

GNWT Financial and Employee Shared Services is responsible for providing a range of financial services for all Departments of the GNWT, the NWTHC, Boards, Agencies and Authorities and includes operational offices in Yellowknife, Fort Smith, Hay River, Fort Simpson, Norman Wells and Inuvik. Under the shared services model, these responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands. This position is one of several Accounting Clerks who share these responsibilities across the Northwest Territories. The position receives mentoring and assistance from Senior Accounting Clerks within its team.

## **RESPONSIBILITIES**

- 1. Prepares and processes standard 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.
  
- 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 with providing 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.
  - Cross-trained in critical operational activities performed by other staff to ensure minimal disruption to services.

## **WORKING CONDITION**

### **Physical Demands:**

No unusual demands.

### **Environmental Conditions:**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of employee benefits and general financial statement information is required;
- Ability to effectively enter employee benefits and payroll data into the HRIS (People Soft) ERP
- Ability to understand interpret and apply rules and regulations of legislation, employment agreements, manuals and other payroll principles
- Ability to collect, review, understand and effectively address complaints concerning earnings, benefit coverages and deductions for various employee types
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize time effectively and meet deadlines.
- Ability to work with people in an effective, positive and tactful manner.
- Proficient in the use of desktop software applications

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

Grade 12 and 1 year of related coursework, with 2 years of related experience; OR  
5 years' related experience, preferably in a public service environment.

## **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