



**IDENTIFICATION**

Department	Position Title	
Finance	Payroll Specialist	
Position Number(s)	Community	Division/Region(s)
15-14877	Yellowknife	Financial and Employee Shared Services

**PURPOSE OF THE POSITION**

The incumbent provides financial services related to payroll activities ensuring appropriate and effective internal financial controls are in place and adhered to. This position is also responsible for ensuring all financially-related payroll activities are coordinated, accurate, timely, and followed through to completion. This role also is responsible for accurate/timely payment and reconciliation of Payroll liability General Ledger and subsidiary accounts.

**SCOPE**

This position administers financial requirement for the GNWT payroll activities affecting departmental/board salary budgets. The payroll includes all GNWT Departments and regions, education councils and health and social services authorities for a total of approximately 6,000 employees paid biweekly (i.e. the total payroll is about \$300M/year with liability payments for the 35 subsidiary accounts totaling\$20M/month).

This position is located in Headquarters and reports to a Manager, Operations. The position is responsible to assist in ensuring the accuracy of financial transaction processing, and processing of complex transactions as it pertains to employee pay and benefits. The position is responsible for transaction processing of unique and specialized transactions related to MLAs, Ministers, Judges, CEO's and Deputy Ministers.

The Payroll Specialist audits and prepares/enters documents in the GNWT ERP System. The incumbent is responsible for ensuring all transactions are completed in an accurate, consistent, timely manner and in accordance with Federal legislation, regulations and policies; and GNWT legislation, regulations, agreements, policies and business procedures.

## **RESPONSIBILITIES**

- 1. Prepares and processes onboarding payroll documents ensuring accuracy and adherence to business processes, federal and territorial government policies, agreements and financial regulations**
  - Ensures all payroll transactions are processed in accordance with Federal and GNWT statutes, regulations, agreements, policies, and procedures.
  - Processes payroll actions related to MLAs, Ministers, Judges, CEO's and Deputy Ministers pay files in accordance with all applicable agreements and legislation.
  - Reviews and verifies information provided is complete and accurate.
  - Prepares, processes, and posts transactions in the GNWT ERP system and produces financial documents for accounting authority approval.
  
- 2. Oversees the maintenance of employee payroll records and payroll liability accounts**
  - Processes payroll adjustments related to MLAs, Ministers, Judges, and Deputy Ministers pay files in accordance with all applicable agreements and legislation.
  - Provides information and payment submissions to relevant third parties and completes updates in GNWT ERP systems.
  - Makes recommendations to more senior staff with respect to payroll matters.
  - Assists in identifying priorities for processing transactions in a timely and accurate manner.
  - Reconciles system generated pay and liability reports.
  - Audits and verifies transactions in the GNWT ERP system.
  - Identifies issues and concerns, gathers information, and provides input to the supervisor for processing transactions in a timely and accurate manner.
  - Recommends improvements to business processes based on continuous improvement philosophy.
  - Responsible for transactions that are more complex or time sensitive in nature.
  - Actions and monitors all third party demands on employees and communicates with third parties where necessary.
  - Reviews and processes pensionable earnings and insurances throughout the year in preparation for T4/T4A's.
  - Responds to a range of inquiries.
  
- 3. Processes offboarding payroll transactions (Records of Employment, Final Pays, Pension Documents, etc.) in order to ensure accurate and timely processing of payroll.**
  - Processes final pays related to MLAs, Ministers, Judges, and Deputy Ministers pay files meeting Federal and GNWT statutory regulations and reviews and validates records of employment using the Federal Government's interface.
  - Assists in the completion of superannuation pension documents.
  - Audits recoveries to GNWT and third parties.
  - Determines and processes payroll recoveries.

**4. Prepares and/or schedules appropriate payroll processes in GNWT's ERP System.**

- Completes GNWT's ERP payroll system processing.
- Reviews direct deposit file and transmits to the bank ensuring accurate and timely payments to all employees.
- Completes calendar and fiscal year-end adjustments and reporting for the GNWT and third parties.
- Confirms school calendars annually for 7 Councils/50 Schools. Compiles information into a database and determines pay groups/schedules for all teachers. The calendars are verified to ensure teachers are paid based on actual teaching days.
- Updates payroll information within GNWT ERP systems.
- Performs tests to ensure accuracy of information.
- Creates appropriate files, tables, and interfaces in GNWT ERP systems.
- Reviews and reconciles queries and reports.

**5. Provides functional mentorship to colleagues within Financial and Employee Shared Services.**

- Provides coaching and leadership to F&ESS staff on GNWT payroll policies and procedures to help achieve accurate and timely processing of transactions.
- Reviews, evaluates, and makes recommendations regarding the business processes and operational guidelines while ensuring a continuous improvement philosophy.
- Cross-trained in critical operational activities performed by other employees 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:**

- Basic knowledge of GAAP (Generally Accepted Accounting Principles)
- Sound knowledge of computerized payroll and financial systems (i.e. Oracle-based)
- Strong attention to detail.

- Excellent communication skills and organizational skills are required (a deadline driven function).

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

Grade 12, 2<sup>nd</sup> level of Canadian Payroll course work and/or at least ½ completion of an Accounting designation and 5 years of payroll 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