



Government of  
Northwest Territories

**IDENTIFICATION**

Department	Position Title	
Finance	Payroll Officer	
Position Number(s)	Community	Division/Region(s)
15-6862	Yellowknife	Financial & Employee Shared Services/HQ

**PURPOSE OF THE POSITION**

The Payroll Officer is responsible for processing and auditing all centralized payroll actions in the GNWT Enterprise Resource Planning (ERP) System to accurately compensate employees within the GNWT. The incumbent is responsible for ensuring all entries and transactions are completed in an accurate, consistent, timely manner and in accordance with Federal legislation, regulations and policies; and GNWT legislation, regulations, collective agreements, handbooks, policies and business procedures.

**SCOPE**

Located in Yellowknife and reporting to a Senior Finance Officer, the Payroll Officer is responsible for payroll processing and performs complex analyses and reconciliations as it pertains to employee pay and benefits ensuring accuracy and adherence to Federal and Territorial legislation, regulations, policies, agreements and GNWT business processes. In order to ensure effective and timely processing of transactions this will require critical thinking and judgment. This position supports the bi-weekly compensation process for over 6,000 GNWT employee files from all GNWT departments, the NWTHC, Boards, Agencies and Authorities.

GNWT Financial and Employee Shared Services is responsible for providing a range of financial transaction processing services for all Departments of the GNWT, NWTHC, boards, agencies, 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.

## **RESPONSIBILITIES**

- 1. Oversees the maintenance of employee payroll records and payroll liability accounts**
  - Provides information and payment submissions to relevant third parties and completes updates in GNWT ERP systems.
  - Investigate and correct ERP system to resolve payroll errors related to incorrect compensation and benefits.
  - Responds to a range of inquiries directly to clients by composing detailed responses to substantiate client payroll records.
  - 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 resolve in a timely and accurate manner.
  - Recommends improvements to business processes based on continuous improvement philosophy.
  - Investigate, analyze and corrects payroll 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.
- 2. Prepares and processes onboarding payroll documents ensuring accuracy and adherence to business processes, federal and territorial government policies, agreements and financial regulations**
  - Completes analysis on all payroll transactions to ensure compliance with Federal and GNWT statutes, regulations, agreements, policies and procedures.
  - Analysis of payroll reports to verify information provided is complete and accurate.
  - Prepares, processes, and posts transactions in the GNWT ERP system and produces financial documents for accounting authority approval.
- 3. Processes offboarding payroll transactions (Records of Employment, Final Pays, etc.) in order to ensure accurate and timely processing of payroll.**
  - Processes employee final pays ensuring compliance with GNWT regulations and agreements and reviews and validates records of employment using the Federal Government's interface.
  - Completes superannuation pension documents related to offboarding.
  - Audits recoveries to GNWT and third parties.
  - Calculates and processes payroll recoveries.

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

- Completes payroll processing in the GNWT ERP system.
- 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.
- 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.**

- Monitors ERP system to determine training requirements and provides coaching to 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.
- Other duties as required.

**WORKING CONDITIONS**

(Working Conditions identify the unusual and unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

**Physical Demands**

No unusual physical demands.

**Environmental Conditions**

No unusual environmental 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).
- Advanced knowledge of office software for documents and spreadsheets.

**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 a Canadian recognized accounting designation and 2 years payroll 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 if applies)**

- ☐ French required (must identify required level below)  
 Level required for this Designated Position is:  
 ORAL EXPRESSION AND COMPREHENSION  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
 READING COMPREHENSION:  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
 WRITING SKILLS:  
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Aboriginal language: Choose a language**

- ☐ Required
- ☐ Preferred