



## IDENTIFICATION

Department	Position Title	
Justice	Facility Administration Officer	
Position Number(s)	Community(s)	Division/Region(s)
82-10506	Yellowknife, NT	Corrections Service

## PURPOSE OF THE POSITION

The Facility Administration Officer provides administrative and support services for the North Slave Young Offender Facility and staff. The incumbent will ensure the ongoing provision and enforcement of policy and services within the Corrections Mission, Vision and Value statement.

## SCOPE

- This position reports to the Warden, NSYOF.
- Provides financial / clerical support to North Slave Correctional Centre as needed
- The position may hold VISA purchasing authority to assigned limit.
- Safeguards and controls the trust accounts: 18-24 residents
- Safeguards and controls the Inmate Welfare Account – up to \$15,000
- Process all requisitions for supplies/purchasing within established guidelines
- Work is directed by legislation (GNWT Financial Administration Manual, Financial Administration Act, Government Contract Regulations, and Government policies (i.e. Business Incentive Policy), PW&S policies, directives and procedures, Public Service Act, Access to Information Privacy Protection Act); and specific policies (Corrections Service Directives, Code of Ethics, and GNWT Code of Conduct).

## RESPONSIBILITIES

1. Performs general administrative duties.
  - Answers the telephone and directs calls to the appropriate party.
  - Responds to routine public inquiries and directs as appropriate.
  - Greets clients/individuals upon arrival to the office.
  - Records and documents appointments, mail and maintain control of all accountable forms
  - Files documents as directed and maintain filing system.
  - Responsible for booking travel, accommodations and travel claims processing

- Maintain and manage filing system (open and closed files).
- Responsible for all accounts payable Visa purchases and monthly tracking.
- Update (annually) inventory of all assets on the Capital Asset Management System (CAMS);

**2. Provides financial and administrative support to the Warden.**

- Provide financial services and support to all staff and offenders within established guidelines.
- Process payment documents according to the Financial Administration Act,
- Assists in preparation of variance reporting and gathers information.
- Monitor payroll distribution reports;
- Ensures the financial reporting and verification is complete.
- Verify and Process journal vouchers from other departments;
- Investigates problematic financial documents and reports to Warden
- Performs financial data entry and administers inmate trusts and welfare accounts;
- Initiates tenders for purchases over \$5000 through central contracts, advises management of trends and reports unusual expenditures.
- Administer petty cash.
- Provides general purchasing for the facility.
- Use Financial Information System (FIS).

**KNOWLEDGE, SKILLS AND ABILITIES**

- Proven bookkeeping and financial administration skills with the ability to work in an automated office environment.
- Proven verbal, written, and interpersonal communication skills.
- Proven problem-solving and time management skills.
- Proven administrative and organizational skills
- Knowledge of the Financial Administration Act and related policies and procedures.
- Knowledge and understanding of Corrections policy and procedures.
- Knowledge and understanding of Access to Information and Protection of Privacy Act (ATIPP).
- Knowledge of the accounts payable and receivables functions, reconciliation procedures and internal controls.
- Working knowledge of Government financial policy and procedures and FIS financial systems.
- Proven organizational, time management, clerical and keyboarding skills.
- Knowledge of MS Operating Systems, MS Office, Internet, Email applications, and automated accounting/financial systems and software.

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

Typically, the above qualifications can be obtained by completion of a high school and two to three years of general office experience.

A class 5 driver's license is required to perform the duties of the position. Knowledge of the GNWT Financial Information System and awareness of cultural diversity, specifically, northern Aboriginal traditions and values would be an asset.

**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**

Minimal- Works in a facility where there may be exposure to communicable diseases.

**Sensory Demands**

No unusual physical demands.

**Mental Demands**

The incumbent works in a general office environment of a secure facility. Incumbent will be first point of contact to general public and subject to verbal abuse from irate inmate family members and others.

**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