

## **IDENTIFICATION**

<i>Position Number</i>	<i>Position Title</i>		
82-2879	Senior Finance Clerk		
<i>Department</i>		<i>Division/Region</i>	<i>Location</i>
Justice		Public Trustee	Yellowknife

## **PURPOSE OF THE POSITION**

This position, under the direction of the Public Trustee Officer, prepares and audits financial documents, and is responsible for ensuring that all financial transactions are recorded and entered appropriately and in accordance with related legislation, regulations, policies and generally accepted accounting principles, into Public Trustee Information System. The incumbent also reconciles the Public Trustee Common Fund Bank account on a monthly basis. This fund consists of over five million dollars of private funds for the estates of deceased persons, minor children, missing persons and mentally incompetent persons. The number of transactions in this fund, including interest posting, can be more than six thousand in an average year.

## **SCOPE**

The position, located in Yellowknife, ensures that receivables, payables and journal documents are accurate and that there is sufficient funding for the transactions in question. The incumbent must interact with members of the public throughout the NWT and with many other federal and provincial government offices across Canada. The incumbent ensures that the Public Trustee Office will have timely, relevant and accurate information for administering the estates involved. The impact of not ensuring the information is accurate or processed in a timely manner could have serious implications for the office of the Public Trustee.

## **RESPONSIBILITIES**

***Prepares and audits financial documentation on estate and trust files in order to receive funds and to pay creditors and clients the appropriate amounts.. using general accounting principles, the Public Trustee Information System . Main activities are:***

- X Authorizing disbursements up to \$1,000 on personal client trust files for children and mentally incapable persons;
- X Acting as a co-signer on cheques sent out by the office;
- X Preparing client data forms, assigning new client file numbers, preparing receipt and disbursement forms, preparing journal entries, internal transfers and client inventory forms;
- X Verifying client information, file numbers, file names, transaction codes and vendor codes;
- X Ensuring all data input forms are properly authorized;
- X Data entering all new and update client information, receipts and disbursements, journal entries;
- X Preparing forms for transfers between client trusts and for client inventory;
- X Printing transaction and client information reports on a daily basis, and manual cheques when required;
- X Preparing and balancing the monthly bank reconciliation, month-end statements, and a variety of accounting reports as required and set out in the Public Trustee Information System Manual;
- X Preparing daily bank deposits for cheques and other funds received and depositing them in the Common Fund account at the bank;
- X Investigating client files to determine assets and tracking those assets by recording them on a spreadsheet and in the Public Trustee Information System.

***Provides administrative and clerical support by;***

- X Ordering and purchasing various office supplies and utilities;
- X Maintaining and reconciling a VISA purchase account;
- X Listing and preparing files for transfer to the GNWT Archives;
- X Delivering legal or financial documents on request;
- X Filing documents at the Land Titles Office and at the Supreme Court on request;
- X Typing legal forms, form letters, tax returns;
- X Performing the duties of the Public Trustee secretary on request;
- X Maintaining numerical and alphabetical file listings of all open and closed files; assisting with the inventory of client's personal assets;
- X Arranging for insurance on client's personal assets by determining appropriate policy coverage category and assigning insurance code to the asset;
- X Reconciling the client access spreadsheet for insurance premium calculations on a semi-annual basis.

***Interacts with clients, government staff and the general public: Main activities are :***

- X Responding to information requests on estate and trust files from clients and creditors, either by phone, in writing, or in person at the office;
- X Preparing correspondence to clients, banks, other government offices; financial institutions, and numerous other companies and entities;
- X Attending to clients who arrive to pick up cheques at the office, and verifying their identification;
- X Acting as a commissioner for oaths for the office for the swearing of court documents and other financial documents;
- X Co-coordinating payments to, and on behalf of represented persons (mentally incapable persons.)
- X Assisting the auditors with the investigation of client file transactions for preparation of the annual audit report.

**KNOWLEDGE, SKILLS AND ABILITIES**

- X Ability to understand and interpret financial legislation and procedures;
- X Proficient organizational, clerical and keyboarding skills in addition to proficient verbal and written communication abilities are essential as the position deals extensively with the public sector and other government and banking institutions;
- X Knowledge of generally accepted accounting principles and bookkeeping procedures in order to interpret and process financial documents;  
Knowledge of Excel, Word and trust accounting programs;
- X Able to work under very heavy workload and tight deadlines;
- X Ability to deal with difficult and demanding clients.

**TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:**

- X Completion of High School;
- X Postsecondary education in bookkeeping and accounting or relevant secretarial and office administration courses and one year direct experience or;
- X A minimum of three years direct experience in an accounting environment;
- X Experience in estate and trust administration would be an important asset.

## WORKING CONDITIONS

### Physical Demands

	Frequency	Duration	Intensity
Keyboarding	Daily		Normal
Photocopying , filing	Daily		Normal
Itemizing, handling and packaging personalized inventory for deceased persons, mentally incapable persons and missing persons	Whenever necessary	Can be from minutes to hours to days depending on the circumstances	High

### Environmental Conditions

	Frequency	Duration	Intensity
Trips outside of office to banks and other institutions	Daily	From a few minutes to a few hours	Normal
Conditions typically associated with an office environment (florescent lighting, air quality)	Daily	All Day	Normal

### Sensory Demands

	Frequency	Duration	Intensity
Concentration when preparing items for data entry and when keyboarding to ensure accuracy. Must be alert and attentive to details Viewing a computer screen.	Daily Daily Daily		Moderate Normal Normal

### Mental Demands

	Frequency	Duration	Intensity
Emotional stress of difficult situations with clients	Daily		High
High concentration and dealing with strict financial deadlines	Daily		Normal