



## IDENTIFICATION

Position Number	Position Title	
94-12935	Accounts Payable Officer	
Department	Division/Region	Location
Tlicho Community Services Agency (TCSA)	Finance and Administration	Behchoko, NT

## PURPOSE OF THE POSITION

The Accounts Payable Officer coordinates all disbursements to suppliers, contractors and staff for purchases of goods and services, ensuring all disbursements comply with the Education Act, the Financial Administration Act, the Human Resources Manual, the UNW and NWTAA Collective Agreements and TCSA policies and procedures.

## SCOPE

The Accounts Payable Officer reports to the Manager, Financial Services. This position is located Behchoko and is responsible for all non-payroll disbursements of the TCSA, which represents over \$ 6 million dollars annually. The Accounts Payable Officer provides ongoing communication with all TCSA suppliers, contractors and staff to ensure that the TCSA disbursement processes meets their expectations.

The TCSA is unique within the Northwest Territories as it is the only integrated education/health and social services board within the NWT. As a result of this integration, the board must deal and work within 2 fiscal years, 2 different payroll systems, 2 different collective agreements (UNW & NWTAA), 2 separate budgets and 2 different funding departments (Health and Social Services and Education, Culture and Employment).

The Accounts Payable Officer primary function is to maintain and manage the Bellamy Accounts Payable Module while ensuring suppliers, contractors and staff get paid using due diligence to ensure transactions are in compliance with contract stipulations and in accordance with GNWT financial acts, regulations, and TCSA policies.

The Accounts Payable Officer has a proactive, functional, supportive, monitoring and facilitative relationship with suppliers, contractors, TCSA staff, and the general public.

## **RESPONSIBILITIES**

**1. Receives, analyzes and processes all incoming purchase orders, invoices, cheque requisitions, and travel claims.**

**Main Activities:**

- Analyzes all purchase orders, travel claims, and invoices for adherence to accounting policy and guidelines.
- Returns documents not properly completed or authorized to suppliers and staff.
- Ensures the proper spending authority is in place for the transaction.
- Physically enter financial information into the Bellamy accounting software package.
- Maintain tracking information in accordance with internal procedures.

**2. Prepares and processes all disbursements for management approval. Once approval is obtained, performs the cheque run, and is responsible for the distribution of all disbursements.**

**Main Activities:**

- Establish and follow procedures for printing of cheques for Manager approval, and ensure procedures are followed.
- Maintain cheque run signature plates and cheque run equipment, ensure plates get updated for when new staff are hired.
- Distribute payments to suppliers, contractors and staff as per procedure.
- Respond to clients regarding any discrepancies or inquiries.

**3. Establishes and maintains custody of the TCSA record management system, including following the Archives Act and the Financial Administration Act.**

**Main Activities:**

- Classify and organize for retention all accounts payable documents.
- Uses the Administrative Records Classification System (ARCS) of the GNWT.
- Develop the TCSA document retention schedule.
- Maintain the evolution of records through the life cycle of the documents.

**4. Exercises payment authority up to \$1,000 in order to pay contractors and vendors on time, using due diligence to ensure transactions are in compliance with contract stipulations and in accordance with GNWT financial acts, regulations and policies.**

**Main Activities**

- Reviews and monitors spending authorities for payments/invoices against budget/funding allocations to verify sufficient funds are available for the specific activity.
- Analyzes documents to ensure that contract administration and payment compliance is adhered to, that payment is reasonable considering the work completed, and signs approval for payment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of generally accepted accounting principles and experience in the application of these principles to ensure compliance with GNWT Financial Acts, regulations or policies or other Federal or Territorial legislation.

The Accounts Payable Officer requires specific knowledge of the TCSA accounting software and the GNWT Orcs/Arcs principles.

Ability to communicate effectively with clients and staff in order to gain their compliance with required financial procedures and to minimize conflicts.

These skills are normally acquired through completion of a university degree specializing in accounting or business administration. Minimum of 5 years' experience in a similar position is required.

## **WORKING CONDITIONS**

### **Physical Demands**

The Accounts Payable Officer works in a typical office environment with natural light and the ability to get up and move about freely. The majority of time is spent in a sitting position at a workstation.

### **Environmental Conditions**

The Accounts Payable Officer performs duties in a comfortable, temperature-regulated office environment.

### **Sensory Demands**

The Accounts Payable Officer must focus for extended periods of time on a computer terminal screen when keying and auditing data that can cause fatigue and eye strain.

### **Mental Demands**

The Accounts Payable Officer position is susceptible to an above average amount of work-related stress due to payment demands by suppliers.