



IDENTIFICATION

Department	Position Title	
Finance	Intern – Accounting Clerk	
Position Number	Community	Division/Region
15-16274	Yellowknife	Financial & Employee Shared Services / HQ

PURPOSE OF THE POSITION

This position is responsible for data entry into the GNWT's ERP system as part of a team environment as it pertains to financial transaction processing (Accounts Payable and Accounts Receivable), including supplier / customer set up. The incumbent is responsible for ensuring all financial transactions are completed in an accurate, consistent, timely manner and in accordance with Federal and Territorial legislation, regulations, agreements, policies and business processes for the GNWT, NWTHC, Boards, Agencies and Authorities.

SCOPE

Located in Yellowknife and reporting to a Senior Finance Officer, the Intern – Accounting Clerk provides financial transaction processing support for all GNWT departments, NWTHC, Boards, Agencies and Authorities. The position is responsible to assist in ensuring the accuracy of transaction processing (accounts payable and accounts receivable) in the GNWT's Enterprise Resource Planning (ERP) System.

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. This position is one of several Accounting Clerks who share these responsibilities across the Northwest Territories. The position receives mentoring and assistance from Senior Accounting Clerks within its team.

RESPONSIBILITIES

- 1. Prepares and processes standard financial documents (accounts payable and accounts receivable) ensuring accuracy and adherence to federal and territorial government legislation, regulations, policies, agreements and business processes.**
 - Supporting activities of the above responsibility.
 - Prepares and processes standard financial documents (accounts payable and accounts receivable) ensuring accuracy and adherence to federal and territorial government legislation, regulations, policies, agreements and business processes.
 - Process financial transactions in accordance with Federal and Territorial legislation, regulations, policies and directives issued by the Financial Management Board (FMB) and the Department of Finance.
 - Prepares, processes and posts financial transactions in the GNWT ERP system and produces financial documents for expenditure and accounting authority approval.
 - Identifies issues, gathers information, and provides recommendations to the team for processing transactions in a timely and accurate manner with a focus on continuous improvement.
 - Prepares and submits updates to customer and supplier accounts.
 - Reconcile supplier statements.
- 2. Supports GNWT Cashier to process payments.**
 - Receives payments and processes through Monaris machine.
 - Prepares payment receipts for cheques received.
- 3. Assists with providing administration support to the Division.**
 - Provides telephone reception and handling of incoming/outgoing mail.
 - Maintains an inventory log of financial controllable forms.
 - Ensures records management policies are followed.
 - Delivers all monies received and bank deposit slips to the bank on a daily basis.
 - Cross-trained in critical operational activities performed by other staff to ensure minimal disruption to services.

WORKING CONDITIONS

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

- Knowledge of accounting / bookkeeping practices;
- Knowledge of accounting theory and generally accepted accounting principles;
- Ability to understand interpret and apply rules and regulations of legislation;
- Ability to organize time effectively and meet deadlines;
- Demonstrated organizational skills and attention to detail;
- Strong computer skills including indepth knowledge of Excel, Word, PowerPoint and Outlook;
- Ability to communicate clearly and effectively, both verbally and in writing;
- Ability to work with people in an effective, positive and tactful manner;
- Ability to work independently in an organized and effective manner through time management skills; and
- Ability to write in Plain English in order to communicate complex concepts in plain, brief language.

Typically, the above qualifications would be attained by:

The knowledge, skills and abilities for the above noted are typically acquired by the completion of grade 12 and completion of a diploma in Business Administration. Other equivalencies with financial processing or data processing will be considered.

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 applicable)

- 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

Indigenous Language: Select Language

- Required
- Preferred