



IDENTIFICATION

Department	Position Title	
Finance	Intern, Payroll Accounting Clerk	
Position Number	Community	Division/Region
15-16275	Yellowknife	Financial and Employee Shared Services

PURPOSE OF THE POSITION

The Intern, Payroll Accounting Clerk is responsible for assisting with data entry into the GNWT's ERP system as it pertains to payroll transaction processing as well as inputting data with respect to GNWT payroll matters and employee benefit questions and claims.

SCOPE

The Intern, Payroll Accounting Clerk provides payroll assists with 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 and reporting in the GNWT's Enterprise Resource Planning (ERP) System. The position is responsible for assisting with transaction processing of unique and specialized transactions related to client department specific program needs and reconciliations of a more complex or time sensitive nature. It is imperative that these transactions are dealt with in an accurate and timely manner in order to meet the performance metrics laid out in service partnership agreements with client departments. The position assists with providing daily support, payroll processing advice and first level of escalation from transactions of an unusual nature and must determine appropriate resolution to issues or escalated issues to the team for resolution. In order to ensure effective and timely processing of transactions this will require considerable judgment.

RESPONSIBILITIES

- 1. Assists with completing required reviews and entries of employee payroll and benefit records, in GNWT's ERP System, ensuring accuracy and adherence to federal and territorial government legislation, regulations, policies, agreements and business processes.**



- Receives and verifies payroll and benefit documentation to ensure proper compensation payments and deductions are completed in accordance with Federal and Territorial legislation, regulations, policies, agreements and business processes.
- Accurately processes or makes necessary adjustments on individual employee pay records.
- Reviews and reconciles system generated pay reports.
- Identifies and processes payroll recoveries, pension documents and third party demands in GNWT's ERP System.
- Makes recommendations to more senior staff with respect to payroll matters identified in day-to-day transaction processing.
- Assist in identifying priorities for processing payroll and benefit transactions in a timely and accurate manner.
- Processes all payroll and accounts payable cheque cycles as required.

2. Assists with administrative 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.

3. Assists in providing reporting and project support to the division.

- Completes special projects and analyses as assigned. These can be complex in nature and accuracy is imperative to ensure timely and appropriate business decisions of management.
- Cross-trained in critical operational activities performed by other staff to ensure minimal disruption to services.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

No unusual demands



KNOWLEDGE, SKILLS AND ABILITIES

- Communication and interpersonal skills
- Math and computer skills (e.g. Excel, Outlook and Word)
- Knowledge of Payroll Administration, Federal and Territorial legislation regulations, policies (e.g. Employment Legislation and Collective Agreements)
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A certificate in Payroll Administration or related field.

Equivalent combinations of Education and Experience 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