



IDENTIFICATION

Department	Position Title	
Finance	Administrative Assistant	
Position Number	Community	Division/Region
15-2066	Hay River	Liquor Licensing Board

PURPOSE OF THE POSITION

This position is responsible for a broad range of administrative clerical and financial support services to the Liquor Licensing and Enforcement branch (Enforcement), and to the Liquor Licensing Board (Board) in accordance with the *Liquor Act* and Regulations.

SCOPE

Reporting to the General Manager/Registrar, this position is located in Hay River and provides administrative support to Liquor Enforcement, and the Liquor Licensing Board (Board).

The responsibilities include:

- Coordinating all Board, Public and Compliance Hearings
- Reviewing and verifying financial documents to ensure that best practices and government policies are adhered to.
- Reviewing, compiling, and maintaining statistics and records for Enforcement, the Board and the Department of Finance.
- Issuing liquor permits and providing training and information to contract permit issuers.

This position has daily contact with the public and ongoing contact with liquor license holders, and other Government of the Northwest Territories' (GNWT) departments and agencies.

The position must meet legal requirements and newspaper deadlines, while accounting for logistical and scheduling challenges. For example, the incumbent must ensure statements of accounts are received within 30 days or contact the issuers to advise that groups are not permitted to take out permits until the accounts are cleared.



RESPONSIBILITIES

1. Responsible for coordinating all Board, Public and Compliance Hearings:

- Prepares documentation prior to a meeting or hearing ensuring that time frames for receipt of documents are met according to the *Liquor Act* and Board policy.
- Records, proof-reads and edits Board minutes, general correspondence, annual reports, briefing notes, advertisements for local newspapers and community television ads and legal documents such as Notices of Hearings, Board Orders, Subpoenas and Records of Decisions.
- Arranges meeting rooms and travel for Board Members, Enforcement and GNWT staff involved in these meetings.

2. Responsible for ensuring revenue is accounted for:

- Verifies records submitted by contractors and reconciles the records with the invoices to ensure the contractors are paid at the correct rate prior to being forwarded for payment.
- Monitors payments to the contractors in accordance with the terms of each of their contracts
- Verifies license holders' payments for new applications and renewal fees to ensure the correct fee has been submitted. The incumbent must contact the license holder if the correct fee is not submitted and explain the fee, as a request cannot be brought forward until the fee has been submitted.
- As a Permit Issuer, for all communities, the incumbent accepts payments for permits, and ensures the correct amount is submitted prior to issuing a permit.
- Verifies payments and maintains a record of all payments received from license holders and permit issuers across the NWT and submits the monies to the Liquor and Cannabis Commission for deposit.
- Verifies and accurately codes invoices item prior to submitting the invoices to the Liquor and Cannabis Commission for payment.
- Maintains sufficient office supplies and forms to supply the office with the inspectors and the permit issuers across the NWT.
- Verifies travel claims for staff, the Board, and Enforcement
- Verifies and prepares honoraria documents for board members and submits them for payment once approved.
- Maintains financial files and records.



3. Responsible for reviewing, compiling, and maintaining data and records for Enforcement, the Board, and the Department of Finance:

- Reviews all new applications to ensure the required documents have been submitted and initiates a license holder and an enforcement file. The incumbent must timely contact the applicant for missing information or documents and explain what is required, and in some situations explain why the information/ documentation is required.
- Reviews all renewal documents when a license holder is renewing their liquor license.
to ensure consistency with past records and bring discrepancies to the manager's attention.
- Maintains statistics on all permits issued by community in the NWT.
- Maintains a community file for each community with specific attention to those communities who initiate action under community options.
- Maintains statistics on communities approved for Temporary Prohibitions.
- Maintains confidential files for employees, Board members, inspectors, and permit issuers.
- Responsible for maintaining records using the ARCS and ORCS system of the GNWT.
- Data-enters statistics on a monthly basis, ensuring that all information is timely collected.
- Compiles and maintains statistics in order to identify the number of inspections, trends, problem areas, server training, and disciplinary records on license holders.
- Maintains up to date information on each license holder in the NWT.
- Contact the license holder if it is noted that information has changed.
- Formats statistical reports for annual reports, briefing notes, and information as requested for licensing and enforcement purposes.

4. Responsible for issuing liquor permits and provides on-going administrative training and information to Contract Permit Issuers.

- Accepts, reviews, and approves applications for Liquor Permits as and when required. Assists applicants who require assistance with completing the form.
- Issues permits after ensuring that the applications meet the legal requirement of the Liquor Regulations.
- Provides assistance to issuers from across the NWT with issuing a permit.
- Maintains contact with the Fire Marshal's office regarding occupancy loads and approved public facilities in the NWT.
- Provides information and assistance to the general public from across the NWT on the permit process, permit requirements and approved facilities in their area.
- Reviews all issued special occasion permits and corrects any inconsistencies with the regulations by contacting the issuer to correct the problem.
- Tracks all statements of accounts from permits issued across the NWT. If the permit holder does not account for the funds raised the incumbent must advise



the group that future permits will be withheld until the statement is completed. The incumbent must advise the permit holder of this decision in writing and maintain an up-to-date list of outstanding accounts.

- Provides written and oral information on a daily basis, communicates concise and accurate interpretations of the *Liquor Act* and regulations to the general public, permit issuers, and other government departments and agencies as required.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand and apply regulations, directives, departmental policies and procedures.
- Ability to work independently in an organized and efficient manner.
- Interpersonal skills.
- Experience working in a multicultural environment.
- Time management and logistical coordination skills.
- Experience working with computerized accounting systems.
- Ability to work in a computer environment with knowledge of word-processing, spreadsheet, and database software.
- Effective verbal and written communication skills.
- Knowledge of Administrative Tribunals an asset
- Must be able to acquire a working knowledge of the Liquor Act and Regulations that affect the duties of this position within a reasonable (6 month) time frame.
- 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:

An administration diploma and two years of relevant administrative experience, including paid and/or volunteer work.

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 record 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