



IDENTIFICATION

Department	Position Title	
Finance	Finance Clerk	
Position Number	Community	Division/Region
15-298	Hay River	Northwest Territories Liquor and Cannabis Commission

PURPOSE OF THE POSITION

The position is responsible for day to day processing, maintenance and consolidation of the Northwest Territories Liquor and Cannabis Commission's (NTLCC) financial activities. This includes data entry, processing and reporting on these core accounting activities: accounts payable; accounts receivable; liquor and cannabis inventory control. The position is responsible for maintaining the financial document and data entry processing in a timely and accurate manner to ensure loss avoidance with respect to liquor product revenue. This position carries out its responsibilities in accordance with the Department of Finance and NTLCC's operational policies and procedures and the Government of the Northwest Territories (GNWT) Financial Administration Manual (FAM) directives.

SCOPE

The position is located in Hay River and reports to the Manager, Finance and Administration. The position supports the Finance Officer, all purchasing, enforcement and licensing staff by assisting with the preparation and verification of receipts of revenue, commitments, payables, receivables and journal vouchers. Verifying documents are accurate and adhere to government policies and procedures ensuring the Department has timely, relevant and accurate information for managing budgets and exercising spending authority.

The duties of the position are carried out in accordance with the *Financial Administration Act*, and GNWT policies and procedures. Departmental policies, directives and procedures and Generally Accepted Accounting Principles (GAAP).

The Finance Clerk will enter and process the financial transactions for the Liquor Revolving Fund including approximately \$60 million in sales, and all operating expenses associated with



the Liquor Revolving Fund. This requires the consolidation of inventories from all contracted liquor stores, cannabis stores and the NTLCC warehouses while coordination and liaison with the retail liquor store managers, as well as other members of the Finance and the Purchasing team. Accurate and timely data entry is crucial for providing accurate financial reporting and revenue loss avoidance.

RESPONSIBILITIES

1. Prepares and processes financial and commitment documents ensuring accounts are maintained in an accurate and timely manner.

- Prepared payment documents for departmental purchase files in accordance with financial procedures, relevant legislation, regulations and contract terms.
- Verifies and audits departmental purchase ensuring compliance with GNWT financial regulations and legislation.
- Audits payable documents received by checking quality and quantity of supporting data, editing additions, extensions and conditions of payment.
- Validates documents against the SAGE financial system to prevent duplicate payments.

2. Prepares and processes the entry of revenue for NTLCC.

- Confirms and clarifies, as needed, information contained on vendor invoices.
- Ensures that daily sales revenue transactions from retail liquor stores are accurate, entered in for the day of occurrence and are categorized by revenue source and profit centre.
- Ensures that transactions relative to the recognition and collection of revenue are entered into accounts receivable and general ledger according to established procedures and guidelines for both liquor and cannabis.
- Ensures that supplier and contractor invoices are coded and processed daily, ensuring that extension and additions are correct and prices and quantities are in accordance with approved purchase orders, contract or approved by the appropriate spending officer and prioritized according to their payment terms.
- Identifies and reports discrepancies between prices, quantities and purchase orders for resolution by NTLCC's purchasing team.
- Maintains payment cycle according to due date and produces payments weekly.
- Ensures that cheques, payments and proper supporting documents are transmitted to appropriate spending and payment signing authorities for approval on a timely basis.
- Prepared payment documents for invoices to contractors and suppliers while maintains proper records of invoices by ensuring coding is correct and accurate as per budget allocations and proper signing authorities.
- Maintains the filing system for source documents.
- Monitors multiple shared email addresses for all payments to be processed through the NTLCC.
- Processes cannabis payments received from the private stores.



3. Prepares and produces basic financial reports required for NTLCC operations.

- Prepares aged trial balances for accounts receivable and payment at the end of each month.
- Prepares distribution and payment reports and registers with each payment cycle.
- Prepares sales reports by location and are consolidated.
- Prepares liquor and cannabis product unit and litre sales report by location on a monthly basis.
- Assists with the preparation for monthly financial reports for liquor and cannabis.
- Ensures availability of accurate financial data for use in variance reporting.

4. Provides support for other positions in the NTLCC's financial department to ensure continuity of operations, and inter-positional awareness through cross training.

- Maintains up to date financial source document filing systems.
- Maintains up to date financial report filing systems.
- Coordinates the storage of financial files and record in accordance with the GNWT's record management classification systems.

5. Performs other duties as assigned, including but not limited to duties such as:

- Provides back up office reception duties and monitors the front desk as required.
- Assists with special projects as assigned.
- Provides assistance to departmental auditors and external consultants when required.
- Acts for the Finance Officer as and when required.
- Participates in the year end audit of the liquor stores, where travel will be required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual Conditions.

Sensory Demands

No unusual demands.

Mental Demands

Participation in the year end audit may require travel to a location outside the home community once per year with transportation by car or plane.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting/bookkeeping practices
- Knowledge of records management procedures to secure, maintain and archive files.
- Interpersonal communication skills to work effectively with various suppliers and the general public.
- Time management and organizational skills.
- Knowledge of MS operating Systems, MS Office, SAGE, the internet and email programs.
- Ability to work as a team participating in process improvement and supporting business needs.
- Ability to work under stressful conditions during periods of extraordinary workloads and to meet critical deadlines.
- Able to adapt and work independently to meet varied job functions.
- 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 Business Administration certificate with financial emphasis and 2 years' experience in an accounting environment.

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