



IDENTIFICATION

Department	Position Title	
Finance	Finance and Admin Officer	
Position Number(s)	Community	Division/Region(s)
15-5950	Yellowknife	Office of the Comptroller General

PURPOSE OF THE POSITION

The Finance and Admin Officer is responsible for; performing bank reconciliation of the Government of Northwest Territories' (GNWT) three secondary corporate bank accounts, acting as the GNWT Corporate Credit Card Administrator for the GNWT credit card program and for providing limited administrative support services to the Assistant Comptroller General.

SCOPE

The Finance and Admin Officer reports to the Manager, Financial Reporting and is based in Yellowknife. The Officer reconciles the Government's three secondary banks accounts and performs backup duties as required for the primary bank accounts. The Finance and Admin Officer also monitors and reviews GNWT Departmental bank reconciliations.

This position corresponds daily, in written and verbal form, with finance officers and managers, customer service representatives at the government's banks and with the general public.

The incumbent is responsible to ensure the timely and accurate recording of GNWT transactions to help detect the occurrence of irregularities and mitigate potential losses to the Government. Failure to pay close attention to detail and maintain the integrity of the Government's banking transactions may result in inappropriate decisions related to information on accounts receivable, accounts payable, revenues and expenses (e.g. duplicate payments to vendors).

As the central agency credit card coordinator the incumbent is the primary point of contact for Departmental Visa Coordinators (DVC), Informatics Shared Services and Credit Card Provider. The incumbent provides guidance, support and advice to DVCs and is one of two people authorized to adjust card spending limits and cash advance ability. The incumbent is responsible to ensure that various reports are run and analyzed to ensure that transactions are processing correctly and to provide monitoring of the card usage (i.e. issues, violations).

The incumbent provides administrative support to the Assistant Comptroller General that includes managing boardroom bookings, formatting documents and recording/distributing meeting minutes.

RESPONSIBILITIES

- 1. Reconciles the three secondary GNWT corporate bank accounts and provides support/backup for the primary GNWT bank accounts (Consolidated Revenue and Payroll) to ensure the accurate recording of all bank transactions.**
 - Identifies and investigates discrepancies between the bank and SAM and follows up with the bank and/or departments, assisting departments in understanding the possible sources and solutions of discrepancies.
 - Voids payments as required and notifies and advises responsible departments, providing guidance as needed on the proper process and documentation.
 - Prepares accounting entries to correct direct deposit payments returned by the bank or errors/omissions to ensure accurate reporting on the outstanding cheque list, unmatched cheque list and cheque register.
 - Prepares Treasury Accounting Entries.
 - Reviews incomplete entries in SAM and follows up with departments.
 - Provides direction and assistance to the bank and departments for generating banking transactions.
 - Prepares worksheets for all the departments for a quarterly review of cheques o/s for 90 days, and requests departmental follow-up.
- 2. Reviews and monitors reconciliations prepared and submitted by departments to prevent inaccuracies and ensure the timely recording of all bank transactions..**
 - Monitors and provides assistance and advice on monthly reconciliations, as required, to departmental financial staff.
 - Follows up on outstanding reconciliations and maintains a record of follow-up action taken at month end and a daily basis.
 - Reviews and verifies “outside source”, and “clearing and suspense” type reconciliations submitted by departments and follows up as needed.
 - Maintains a control register/log that lists what reconciliations are to be sent to the Reconciliation Officer, and the status (complete, correction required, etc.).
 - Reviews the regional control registers submitted by regional Finance.
- 3. Manages the Department of Finance central control of all GNWT bank accounts.**

- Reviews requests by departments to establish, close, or change a bank account and follows up with departmental staff to ensure that all required documentation is received prior to processing the request.
- Prepares letters for approval by the Deputy Minister of Finance, or the Comptroller General, as applicable, to establish new GNWT bank accounts, close accounts, or change signing authorities on a bank account.
- Sends letters to banks along with the supporting documentation (e.g. original signed specimen signature cards) when signing authorities are added, changed or deleted.
- Maintains a central data base with the pertinent information on all GNWT bank accounts, including opening and closing of each account, signing and payment authorities and restrictions/limitations.

4. Ensures accuracy in the recording of cheques and direct deposits.

- Receives requests from departments to void cheques and reviews the accounting records and other documentation to prevent a duplicate.
- Issues instructions to banking contacts to void a cheque.
- Reviews payment distribution services return items report, making sure the banking information has been removed and notifying the departments of the return.
- Prepares accounting entries to record void and/or replace failed deposits and follow-up to make sure the payment has been completed.
- Answers customer and departmental inquiries into the status of specific cheques and for deposits.
- Transfers stale-dated cheques to the unclaimed cheque account on an annual basis, after verifying them as true obligations of the GNWT so as not to result in the erroneous representation of a liability.

5. Carries out corporate administration responsibilities for Government Credit Cards.

- Provides guidance, support and advice on all credit card inquiries from Department Visa Coordinators (DVC)
- Acts as the prime contact for the credit card provider
- Alerts Departments on any fraud or other unusual activity.
- Performs card limit changes and enables cash advances upon Assistant Comptroller General approval.
- Manages month end process to ensure timely action by Departments
- Processes audit tracking reports, performs analysis and provides results to Assistant Comptroller General and Departmental Directors of Finance or equivalents, responding to any inquiries or required action that report generates.

6. Provides administrative support to the Assistant Comptroller General

- Prepares, edits and revises correspondence on routine and non-routine matters, reports, briefing notes and other documents as required for Assistant Comptroller General.
- Maintains a Bring Forward system and electronic Mail Log system for the Reporting, Treasury and Risk Management to ensure the follow-up and completion of time-sensitive matters.

- Records and distributes meeting minutes

WORKING CONDITIONS

Physical Demands

No unusual physical demands

Environmental Conditions

No unusual environmental conditions

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of accounting theory and Generally Accepted Accounting Principles.

Skills

- Good written and verbal communications skills.
- Interpersonal and listening skills.
- Research and consultation skills.
- Organizational and time management skills.

Abilities

- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to communicate accounting concepts to others.
- Ability to understand the impact of accounting errors and unrecorded transactions.
- Ability to use computer applications for spreadsheet preparation, word processing and databases.

Typically, the above qualifications would be attained by:

A Bachelor's degree in accounting, business, commerce or related discipline; and two (2) years of related accounting experience.

Equivalent combinations of educational qualifications and experience will be considered on an individual basis.

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

Aboriginal language: To choose a language, click [here](#).

- Required
- Preferred