



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Environment Fund Officer	
Position Number	Community	Division/Region
23-13435	Yellowknife	Environmental Protection & Waste Management

## PURPOSE OF THE POSITION

The Environment Fund Officer (Officer) is responsible for carrying out financial administration duties related to the management of the Environment Fund, for assisting with the development and performance of compliance reviews, and for generating reports to track program performance measurements to support the on-going operations of the Government of the Northwest Territories' (GNWT) waste reduction and recycling programs and initiatives.

## SCOPE

The Northwest Territories (NWT) currently has three regulated waste diversion programs and one funding initiative: the Beverage Container Program, the Single-use Retail Bag Program, the Electronics Recycling Program and the Waste Reduction and Recycling Initiative. Through the authorities of the *Waste Reduction and Recovery Act* (WRRRA) and regulations under this act (e.g., Beverage Container Regulations, Single-use Retail Bag Regulations, and Electronics Recycling Regulations), the Department of Environment and Climate Change (ECC) administers these programs and the Environment Fund. The Environment Fund (Fund) is a special purpose fund as defined under Section 1(1) of the *Financial Administration Act* (FAA) with total revenue and expenditures of approximately \$13 million dollars. All revenue and expenses under these programs flow through the Fund.

Revenues to the Fund come from distributors and manufacturers of designated products (i.e., beverage, single-use bag, and electronics distributors and manufacturers). Although these waste diversion programs operate throughout the NWT, they require revenue compliance from distributors and manufacturers of designated products that operate in southern Canada. There are approximately 40 beverage container distributors, and 35 single-use retail bag distributors. Expenses in the Fund include those that are used to develop and operate the programs, including paying for the collection, transportation, consolidation, and processing of designated



products.

Based in Yellowknife and reporting to the Recycling Program Coordinator (Coordinator), the Environment Fund Officer position works with a team of program operations and program development staff within the Waste Reduction and Management Section. The Officer's key responsibility is to carry out all aspects of financial administration related to the Fund. The position reviews and verifies all accounts payable and receivable documents in the Fund and ensures that they are accurate and complies with applicable acts, regulations, and policies.

The Environment Fund Officer supports the Recycling Program Coordinators in the development and performance of compliance reviews as needed on a monthly and/or annual basis depending on the vendor. The position is also responsible for preparing accurate and timely reports related to existing waste diversion programs and initiatives to track program performance.

The Officer performs the responsibilities in accordance with the FAA and the Financial Administration Manual (FAM), acts, GNWT Administrative Records Classification System, GNWT legislation, regulations, directives, policies, departmental procedures, Generally Accepted Accounting Principles and other accounting standards as provided in the Canadian Institute of Chartered Accountants (CICA) Handbook, as well as policies and procedures developed under the Beverage Container Regulations, Single-use Retail Bag Regulations, Electronics Recycling Regulations and the WRRRA. By processing information accurately and in a timely manner, the incumbent ensures that the Department will have timely, relevant, and accurate information for managing the Fund and exercising spending authority. Inaccurate or late information results in financial hardship for operators, out-dated information, and inaccurate financial reporting for management purposes.

## **RESPONSIBILITIES**

### **1. Reviews and verifies accounts receivable documents for programs under the Environment Fund to ensure compliance with governing authorities such as the WRRRA, Beverage Container Regulations, Single-use Retail Bag Regulations, Electronics Recycling Regulations, FAA, FAM, and other accounting standards as provided in the CICA Handbook in a timely manner.**

- Reviews and verifies accounts receivable documents from beverage container and single-use bag distributors. This includes verifying extensive supporting documentation regarding the quantities of products distributed to a variety of retailers.
- Reconciles and records incoming cheques received for salvage value and provides correct financial coding for deposit to Financial Shared Services (FSS).
- Records and reconciles all incoming cash, money orders, bank drafts, and cheques from distributors.
- Verifies that distributor monthly reports are free from errors and/or omissions.



- Verifies reports with meticulous attention to detail, and tracks quantities and values reported.
  - Detects anomalies or discrepancies in reporting, and flags errors in reporting and remittances.
  - Provides correct financial coding to FSS on payments received from distributors.
  - Verifies coding entered by FSS and corrects errors in a timely manner.
  - Maintains filing system for daily revenue deposits.
  - Records monthly distributor reports into Microsoft Excel files.
  - Contacts distributors by phone, email, fax and/or letter to ensure that cheques and reports are submitted in a timely manner, and to ensure suspected errors or omissions in payments or reporting are corrected.
  - Creates billing for payment of salvage value of materials sold to recycling markets.
  - Manages outstanding accounts receivables including conducting follow-up with distributors.
  - Maintains updated and organized copies of all transactions for the auditing of the Environment Fund's Financial Statement at the end of each fiscal year.
  - Analyzes financial reports in SAM for accuracy of the data.
  - Completes customer set up requests and submits to FSS.
  - Provides banking information to distributors that choose to pay by electronic fund transfer (EFT).
  - Provides coding for electronic fund transfers (EFT) to Consolidated Revenue.
  - Reviews and verifies distributor claims for adjustment or overpayment, provides financial coding, and submits to FSS.
2. **Reviews and verifies accounts payable documents for programs under the Environment Fund to ensure compliance with governing authorities such as the WRRRA, Beverage Container Regulations, Single-use Retail Bag Regulations, Electronics Recycling Regulations, FAA, FAM, and other accounting standards as provided in the CICA Handbook in a timely manner.**
- Uses the Management Information System (MIS) to generate weekly or biweekly reports and payments to Processing Centers (PCs) and depots.
  - Respond to queries regarding payments and deductions from depots and PCs.
  - Reviews, verifies, and provides accurate coding for invoices received for accounts payable from FSS.
  - Verifies weekly to monthly reporting forms and invoices submitted by processing and collection facilities and ensures that they are free from errors and/or omissions.
  - Verifies depot entries and corrects depot errors prior to processing vouchers for payment.
  - Provides financial coding for invoices, attaches backup information from vendors and submits to FSS for payment.
  - Prepares operator payments by ensuring all backup is attached and providing



financial coding.

- Prepares and processes transportation authorization forms for payment.
- Verifies distributor claims for defective or exempt bags under the Single-use Retail Bag Program, provides financial coding and submits invoices to FSS for payment.
- Ensures all invoices are submitted to FSS in a timely manner.
- Verifies satellite depot contracts, provides financial coding, and submits invoice to FSS for payment.
- Reviews and verifies invoices from suppliers, processing centers and depots, e.g., transportation, storage, sea can rental, MIS, other contracts or standing offer agreements (SOAs).
- Provides coding and submits related invoices to FSS for payment.
- Verifies FSS voucher entries for errors.
- Responds to queries on status of payments and ensure payments are processed.
- Pays suppliers directly when applicable and reconciles Visa statements.
- Prepares journal vouchers for corrective actions to expenditures/revenue ensuring technical accuracy and compliance with accepted standards.
- Creates journal entries for year-end accruals and attaches all backup.
- Submits backup and coding for purchase orders to Corporate Services for payments of contracts and grants.
- Completes supplier set up and update requests and submits to FSS.

**3. Provides assistance and support on the development and completion of compliance review plans for programs under the Environment Fund to ensure compliance with governing authorities such as the WRRRA, Beverage Container Regulations, Single-use Retail Bag Regulations, Electronics Recycling Regulations, FAA, FAM, and other accounting standards as provided in the CICA Handbook.**

- Assists the Recycling Program Coordinator with the development of annual and/or monthly compliance review plans for the Beverage Container Program, the Single-use Retail Bag Program and the Electronics Recycling Program.
- Plans for and schedules all compliance processes.
- Assists with the implementation of effective and efficient compliance processes that achieve end results but does not unduly tax the resources of the vendors.
- Identifies issues arising from compliance reviews, communicates those with vendors and offers options, advice, and solutions to address issues.
- Identifies outstanding issues and provides recommendations for approaches to address issues that are within the legislative and policy framework.
- Compiles and prepares data to support compliance result reports on a monthly and annual basis.
- Reviews all monthly submissions from vendors for compliance to standards.
- Communicates with vendors to ensure that all monthly reports are submitted in a



- timely manner.
- Maintains updated and organized copies of all transactions for the auditing of the Environment Fund's Financial Statement at the end of each fiscal year.
- 4. Generates program performance measure reports for the Beverage Container Program, the Single-use Retail Bag Program, and the Electronics Recycling Program on a regular basis and in an accurate and timely manner.**
- Downloads reports from the MIS and prepares reports to track program performance monthly and for year-end.
  - Enters data from distributors and manufacturers into spreadsheets and generates tables to track program performance measures monthly and for year-end.
  - Reviews and collates data collected under BCP, SRBP and ERP to prepare results used in the Environment Fund Annual Report tabled in the Legislative Assembly as required under the WRRRA. This data includes the number of containers distributed and returned (by container type and size), single-use retail bags distributed, mass of electronics collected and sent for recycling.
  - Prepares tables to determine the number of single-use retail bags distributed under the Single-use Retail Bag Program.
  - Prepares tables to determine the volume and quantities of electronics collected and recycled under the Electronics Recycling Program.
  - Prepares and updates tables to determine recycling rates for all programs.
  - Prepares and updates tables to track operator income and expenses processed under the Environment Fund
- 5. Prepares for the annual Environment Fund audit and responds to auditor requests.**
- Works with Finance (ECC) to prepare financial information as required by the auditors.
  - Gathers samples of revenue, invoices and payments as identified and requested by the auditor.
  - Prepares coding and verification of transaction details in response to requests from auditors.

## **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**

- Knowledge of Generally Accepted Accounting Principles and Practices (GAAP) and experience in the application of accounting theories and principles.
- Ability to use word processing and spreadsheet software (e.g., Microsoft Word and Excel).
- Knowledge of oracle-based programs such as System for Accountability and Management (SAM).
- Ability to learn new computing programs, such as the Management Information System and Oracle software.
- Keyboarding and calculator skills.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize activities, and meet deadlines.
- Attention to detail and high level of accuracy.
- Ability to work effectively in a team environment.
- Ability to apply GNWT policies and procedures.
- Ability to work with people in an effective, tactful manner.
- 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 successful completion of a two-year diploma in accounting, finance, business administration, or similar program and a minimum of three (3) years of experience working in a computerized 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