



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Administrative Clerk	
Position Number	Community	Division/Region
23-14220	Fort Smith	South Slave

## PURPOSE OF THE POSITION

The Administrative Clerk provides administrative and support services and records vendor returns in the licensing information system for the South Slave region.

## SCOPE

Located in Fort Smith and directly reporting to the Regional Senior Corporate Services Officer, the Administrative Clerk is responsible for issuing all accountable forms including fishing licenses, permits and tags and maintaining vendor files, maintaining inventory of all accountable forms, maintaining cash control and petty cash systems, and performing administrative functions.

This position works within a legislative and policy framework and carries out its responsibilities in accordance with the Government of the Northwest Territories (GNWT) acts, regulations, policies and procedures that includes the *Financial Administration Act*, (FAA) Financial Administration Manual, Contract Regulations, *Public Service Act*, Public Service Regulations, the Human Resource Manual and various GNWT policies.

## RESPONSIBILITIES

- 1. Act as the departmental contact for vendors of permits, licenses, and tags to ensure procedures are followed and all forms are accounted for:**
  - Receives requests for vendor licenses and registers vendors.
  - Issues sport fishing and sport hunting licenses, tags, and tag receipts to vendors.
  - Prepares vendor agreements for the sale of licenses and permits.
  - Maintains a spreadsheet of vendors to reconcile licenses and tags issued.
  - Instructs vendors on proper procedures for issuing licenses and tags, accounting procedures and completion and submission of vendor returns.



- Supplies vendors with information packages concerning licenses and tags.
- Verifies vendor returns for completeness, accuracy, and remittance of applicable fees.
- Initiates contact with vendors when corrective action is required.
- Prepares documentation and calculates commissions payable to each vendor.
- Verifies that all licenses are complete and correct.
- Enters all vendor returns and documents into the licensing system.
- Reviews batch edits of vendor returns and correcting any identified errors.
- Initiates journal or adjusting vouchers for the financial system to correct coding errors after entries have been posted.

**2. Maintains the region's inventory of licenses, permits, tags, fur cheques, and other assets (including all accountable forms):**

- Maintains an inventory of all licenses, permits, cheques and purchase documents which are accountable as per *FAA Financial Regulations*.
- Ensures inventory records are current.
- Prepares annual orders for replenishing the region's supply of license, permits, tags, and fur cheques.
- Maintains the licensing files and accounting for license vendors.
- Ensures proper recording of unused forms returned by vendors and obtaining authority for the destruction of same.

**3. Maintains a cash control system:**

- Receives public monies from debtors, suppliers and contractors and provides receipts.
- Conducts daily reconciliations of cash receipts to verify payments.

**4. Assists with the Administration of the Fur Pricing Program:**

- Prepares pre-paid vouchers for all Promissory Notes.
- After a fur sale, enters regular vouchers for all Fur payments using data from the fur sale.
- Maintains files for all trappers.
- Assists with manually applying Regular vouchers to Pre-paid vouchers.

**5. Maintains a petty cash fund:**

- Receives and verifies receipts from staff.
- Accounts for Petty Cash on a regular basis.

**6. Performs other administrative functions:**

- Acts as the primary receptionist.
- Receives and distributes all incoming mail.
- Picks up/delivers mail at the post office and at the Financial Shared Service office on



a daily basis.

- Assists staff with travel arrangements when required.
- Assists program staff with entering travel into the financial system, if required.
- Acts as the coordinator of the Administrative Records Classification System (ARCS) for Finance and Administration records.
- Assists in the coordination and maintenance the Operational Records Classification System (ORCS).
- Purchases and maintains an appropriate supply of stationary.

## **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**

- Knowledge of office administration and accounting procedures.
- Knowledge of administrative policies and practices.
- Familiarity with the issuance of permits, licenses and tags.
- Effective interpersonal skills.
- Ability to work well with others.
- Proficient knowledge of generally accepted accounting principles (gaap) and skills.
- Effective verbal and listening communication skills.
- Attention to detail and high level of accuracy.
- Effective organizational skills.
- Proficient computer skills including the ability to operate spreadsheet and word-processing programs.
- Proven time management skills.
- 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:**

Grade 12 diploma, with office procedures and/or general accounting coursework combined and two years of related administrative experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Possess a valid Class V driver's license and be willing and able to drive in all safe weather conditions.

**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