



## IDENTIFICATION

| Department                     | Position Title         |                   |
|--------------------------------|------------------------|-------------------|
| Environment and Climate Change | Accounts Payable Clerk |                   |
| Position Number                | Community              | Division/Region   |
| 23-4838                        | Fort Smith             | Forest Management |

## PURPOSE OF THE POSITION

The Accounts Payable Clerk (Clerk) is responsible for processing financial transactions relating to accounts payable in support of the accounts payable function for the Forest Management Division in accordance with relevant policies, guidelines, and practices. The Clerk works within a legislative and policy framework and carries out its responsibility in accordance with *GNWT (Government of the Northwest Territories) acts*, regulations, policies and procedures that includes the *Financial Administration Act*, the Financial Administration Manual, Contract Regulations, *Public Service Act*, Public Service Regulations, the Human Resource Manual, *Employment Standards Act* and various GNWT policies.

## SCOPE

Located in Fort Smith and reporting to the Manager, Program and Support Services (Manager), the Accounts Payable Clerk is a headquarters position which has the key role in the processing of accounts payable documents for the Division and ensuring that processes are in accordance with the Finance and Administration Manual (FAM) and other Acts and regulations.

The Forest Management Division provides the policy, planning and regulatory framework for the stewardship, protection, and sustainable management of forest resources on 80 million hectares of land in the Northwest Territories, 8% of Canada's entire forested area. This role is pursued through interrelated programs, developed, and coordinated by the Division and implemented through the Department's five regions.

The Clerk works independently and routinely may initiate, coordinate and/or request the receipt of certain documents to process payments and ensures all documents have the proper working relationship with the Corporate Services Division in Yellowknife, ENR staff throughout the five regions, and divisional staff in the Hay River and Fort Smith offices of the Forest Management Division. In ensuring accuracy and promptness, the incumbent deals daily in



person, by electronic mail, or on the telephone with these individuals.

The Forest Management Division disburses approximately \$20 million annually, but disbursement can be as high as \$50 million in bad fire years. Decisions resulting in poor quality of work, errors made in performing duties, delays and/or missing deadlines would result in suppliers not receiving payments on time or receiving overpayments.

The direction provided is general in nature. Incumbent must have the ability to take initiative and implement workable solutions both inside established practices and outside when required. The incumbent is called upon to provide solutions when they are not apparent in standard practice. Make decisions in planning workflow and priorities. Planning approaches to the more complex issues arising in day-to-day work. Additional decision making in following up on outstanding issues i.e., payment and revenue/recoveries.

The Clerk supervises and trains up to two casual staff annually during the summer season (May to September).

Recommendations about improvements to the Department's administrative procedures are made to the Manager, Program and Support Services.

## **RESPONSIBILITIES**

### **1. Audits and processes supplier/contract payments.**

- Ensures that all payments to be processed are in accordance with the Financial Administration Act, regulations and directives issued by the Financial Management Board, Department of Finance and the Department of Environment and Climate Change.
- Requests verbally or through correspondence additional information and/or documentation from departmental personnel, other government departments or agencies and suppliers/contractors to enable the performance of a detailed audit.
- Allocates expenditure codes and editing additions, extensions, conditions of payment, spending authority and quality and quantity of supporting data provided.
- Initiates requests for Supplier set ups and forwarding to Financial and Employee Shared Services (FESS).
- Prepares financial detail for invoices received and remits to FESS for processing into SAM Financial system.
- Determines priorities for processing payment in a timely and accurate manner.
- Maintains open order files for contracts, requisitions for purchases or agreements at the appropriate budgetary level (activity, project and/or contract).
- Verifies the audit process has been completed and no known errors or omissions exist.

### **2. Arranges for audits and processes travel advances/claims and maintains appropriate files/records for permanent and seasonal Forest Management staff.**



- Determine if requests for travel and subsequent claims are in accordance with the Collective Agreement and directives issued by the Financial Management Board Secretariat and the Department.
- Requests verbally or by correspondence additional information and/or documentation from travellers to enable the performance of a complete audit.
- Compares of expenditure codes to chart of accounts to ensure accuracy.
- Follows up on unpaid claims and lost cheques.
- Batches travel advance/claim documents to facilitate data entry.
- Audits source documents to confirm additions, extensions, legitimacy of expenses claimed and spending authority of manager requesting payment.
- Maintains an open file for outstanding travel advances.
- Following up on travel advances outstanding over ten days.
- Arranges for duty travel advances and advises travellers on necessary funds for trips.
- Arranges for meeting, conference and hospitality rooms as required.
- Makes travel arrangements for departmental personnel, non-government personnel, contractors and others working on behalf of the Forest Management Division.

**3. Provision of contracted services for the Forest Management Division.**

- Prepares contracts for services required.
- Ensure contracts are adhered to and meet the requirements of the Finance Administration Act.
- Ensures the appropriate coding and signatures are affixed to the contract.
- Maintains open order files for contracts, requisitions for purchasing or agreements at the appropriate budgetary level.
- Processes invoices for payments against contracts, ensuring that sufficient committed funds are available.
- Forwards contracts and payments to FESS for processing.

**4. Administers Corporate Credit Cards for the Forest Management Division.**

- Maintains an accurate listing of all Forest Management Division credit card holders.
- Coordinates divisional applications.
- Administers and maintains the credit cards and ensures cardholders are aware of GNWT and Departmental policies regarding use.
- Reviews and approves the transactions for correct coding and confirms with Managers for expenditure authority.
- Monitors for compliance to requirements and reports any unauthorized use to the appropriate supervisor for corrective action and, if necessary, the Director, Finance and Capital Planning.

**5. Assists program managers with the purchasing function to ensure proper procedures are followed.**



- Reviews requisitions for completeness and accuracy.
- Ensures coding and signing authorities are valid.
- Assists in the selection and costing of goods.
- Maintains filing systems for requisitions and purchase orders for goods and services.

**6. Control and reconcile incoming case, money orders, bank drafts and cheques.**

- Accepts and verifies daily public monies from debtors, employees, and suppliers/contractors.
- Maintains security of records and back-up documents.
- Ensures all monies received are forwarded to FESS in a timely manner.
- Maintains control of all cheques returned to the Department for employees and accounts payable and registering and distributing of same.

**7. Liaise with other government departments and companies.**

- Prepares and maintains up-to-date records of 36 different telephone accounts. Contacts NorthwTel as the telecommunication coordinator for hook-up and disconnection of accounts, resolving billing and account problems.
- Prepares and maintains up-to-date records of 197 numbers on one Bell account.
- Prepares and maintains utility accounts, dealing with account problems as well and hook-up and disconnection services.
- Maintains services accounts for the Forest Management Division's faxes and photocopiers. Deals with suppliers on account of problems.
- Maintains vendor files and answers enquiries on payment and purchase documents.

**8. Perform other related duties as required.**

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

Concentration for extended periods of time on a computer terminal screen when keying and auditing data can cause fatigue and eye strain.

**Mental Demands**

During the fire season and in the preparation and co-ordination of travel and accommodation

requirements, contract requirements and other correspondence, this position is subject to noticeable pressures from work deadlines and for accuracy.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- An understanding of accounting principles and practices and internal control processes.
- Knowledge of departmental programs and policies.
- Knowledge of standards established by Public Sector Accounting Board and the Generally Accepted Accounting Principles.
- Knowledge in the use of spreadsheet, word processing and computerized accounting programs.
- Mathematical aptitude with excellent analytical and organizational skills.
- Oral and written communication skills, including good listening skills.
- Ability to work in a fast-paced environment and meet deadlines.
- Ability to work with people in an effective, positive and tactful manner.
- Ability to learn new tasks.
- Ability to take initiative and implement workable solutions both inside established practices and outside when required.
- Ability to take decisions in planning workflow and priorities. Planning of approaches to the more complex issues arising in day-to-day work as well as in following up on outstanding issues i.e., payment and revenue/recoveries.
- 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:**

Completion of Grade 12 with a minimum of two years' experience in government accounting, completion of coursework in accounting and computer applications, or a diploma in Business Administration.

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