



IDENTIFICATION

Department		Position Title	
Infrastructure		Administration/Finance Clerk	
Position Number		Community	Division/Region
33-10302		Yellowknife	North Slave

PURPOSE OF THE POSITION

As part of the Finance and Administration unit of the North Slave Regional Office (NSRO) of the Department of Infrastructure, the Administration/Finance Clerk provides administrative support and financial document processing.

SCOPE

Located at the NSRO in Yellowknife and reporting to the Financial Analyst, the Administration/Finance Clerk provides general administrative support and receptionist duties in an office of 30 to 35 staff.

The NSRO of the Department of Infrastructure is responsible for maintaining buildings and assets in the eight communities and outlying areas in the North Slave Region.

The incumbent provides data entry support with AZZIER, the Digital Integrated Information Management System (DIIMS), an electronic filing system, and clerical support processing financial documents in the government's financial system (SAM), System for Accountability and Management.

This position exercises spending/contract authority up to \$5,000 for purchasing general office supplies.

RESPONSIBILITIES

1. Audits supplier/contract payments, holdbacks, advance payments and travel authorizations and expense claims in accordance with FAM (Financial Administration Manual) and the terms and conditions of the contract:

- Determines all payments processed are in accordance with the *Financial Administration Act*, Regulations and Directives issued by the Financial Management Board Secretariat, and the Department.
- Analyzes requests for contract payments, interim certificates of completion and final certificates of completion for completeness, accuracy and compliance with the terms of the specific contracts, ensuring that security deposits are refunded to the contractor in a timely manner.
- Reviews contractor invoices to ensure that the hourly rates and other terms and conditions of the standing offer agreements are accurately reflected in the invoices.
- Requests verbally and in writing additional information and/or documentation from departmental personnel, other government departments or agencies and suppliers/contractors to facilitate the performance of a detailed audit.
- Verifies conditions of payments, spending authority, and quality of supporting data provided.
- Maintains open order files for contracts, requisitions for purchases or agreements at the appropriate budgetary level (activity, project, and/or contract).
- Determines priorities for processing payments in a timely and accurate manner to prevent claims for interest on overdue payments.
- Verifies travel claims for completeness and accuracy.
- Tracks utility payments to assist with the preparation of accruals at year end.

2. Provides administrative support to the North Slave Regional Office to assist in smooth operations of the office:

- Opens, logs and distributes mail.
- Monitors the fax machine and ensures faxes are logged and distributed in a timely manner.
- Answers the switchboard phone, directs calls to appropriate individual or ensures that accurate messages are taken and passed on to the appropriate individual as soon as possible.
- Answers the "emergency maintenance" phone and ensures messages are passed on to the appropriate individuals in a timely manner.
- Photocopies documents as required.

3. Performs Maintenance Management System data entry:

- Data enter employee time sheets specific to jobs and the weekly work log into AZZIER.
- Data enter work orders and contractor/supplier invoices into AZZIER (Web Works).
- Ensures information is accurate and timely and is available for retrieval for use in recovering costs from client departments.

- Closes out files at the end of the job with a summary of time, materials and supplies used for individual jobs.

4. Provides additional financial document processing support services by:

- Backup for the processing of Warehouse issue vouchers and preparing request for invoices.
- Exercises spending authority through the use of a government credit card for the purchase of office supplies as well as other purchases under \$5,000.
- Ensures that supplies and forms are purchased in a timely manner.
- Prepare Request for Journal Vouchers for correcting entries.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The position is subject to constant disruptions during the normal course of work. This position is also subject to noticeable pressures from deadlines and the need for accuracy and timeliness.

KNOWLEDGE, SKILLS AND ABILITIES

- Financial bookkeeping procedures including knowledge of general ledger systems and payment processes in order to properly record payments and to make adjusting journal entries.
- Computerized accounting systems for recording financial transactions and performing inquiries.
- Office administration and computerized filing systems to keep an accurate and retrievable record of financial documents.
- Software applications such as word processing, spreadsheets, and database management.
- Attention to detail and high level of accuracy to ensure financial transactions are recorded accurately.
- Very effective organizational skills to be able to keep accurate records and provide detailed information when requested.

- Time management and multi-tasking skills to be able to manage the volume and variety of work.
- Excellent communication skills both oral and written in order to explain financial policies and procedures to coworkers and suppliers.
- Skills in Computer applications such as Windows, (Word, Outlook, Excel, and Access).
- A demonstrated proficiency in keyboarding and data entry.
- Work within a cross-cultural environment where there is a high degree of tact and diplomacy required as they are the first point of contact for the Regional Office.
- Exercise discretion and good judgment.
- Be self-directed and be able to work independently identify tasks that need to be complete.

Typically, the above qualifications would be attained by:

Business Administration Certificate program with one year of directly related experience in a computerized accounting environment, OR completion of Grade 12 with courses in bookkeeping or accounting and two years of related experience working in a computerized accounting environment.

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