



IDENTIFICATION

Department	Position Title	
Justice	Senior Finance Clerk	
Position Number	Community	Division/Region
82-2879	Yellowknife	Public Trustee

PURPOSE OF THE POSITION

Under the general direction of the Public Trustee, the Senior Finance Clerk exercises independent professional judgment to ensure the accurate administration, control, and reporting of trust and estate financial transactions administered under the Public Trustee Act. This position is accountable for the integrity of all client and common fund financial records, including reconciliation, analysis, and correction of discrepancies, in compliance with legislation, policy, and generally accepted accounting principles. The position directly supports the stewardship of over \$14 million in trust and investment assets held on behalf of vulnerable clients.

The Senior Finance Clerk manages and analyzes more than 6,000 complex financial transactions annually, ensuring accuracy, traceability, and audit readiness at all times.

SCOPE

The Senior Finance Clerk, located in Yellowknife, has functional responsibility for validating, authorizing, and recording financial transactions to ensure the availability of funds, proper application of controls, and compliance with trust, tax, and financial legislation. This role requires ongoing interaction with clients, financial institutions, courts, and multiple levels of government, often involving sensitive financial and legal matters requiring discretion, judgment, and clear communication. The incumbent ensures that the Public Trustee Office will have timely, relevant and accurate information for administering the estates involved. Errors or delays may result in financial loss to clients, audit qualifications, legal liability, or reputational risk to the Office of the Public Trustee, underscoring the position's accountability and need for accuracy and timeliness.



RESPONSIBILITIES

1. Independently prepares, reviews and analyzes financial documentation for trust and estate files, ensuring transactions are authorized, accurate and compliant with legislation, policy and accounting standards by:

- Authorizing disbursements up to \$2,000 on personal client trust files for children and mentally incapable persons;
- Acting as a co-signer on cheques sent out by the office;
- Preparing client data forms, assigning new client file numbers, preparing receipt and disbursement forms, preparing journal entries, internal transfers and client inventory forms;
- Preparing client trial balances showing receipts, disbursements and balance of funds available for payout;
- Calculating administration fees and GST for payment from client accounts on a regular and annual basis;
- Preparing monthly interest calculation reports;
- Assisting with the semi-annual calculation of excess interest and management fees;
- Verifying client information, file numbers, file names, transaction codes and vendor codes;
- Ensuring adherence to internal controls, segregation of duties, and authorization requirements; identifying control weaknesses and brings issues forward for resolution;
- Entering data of new and updated client information, receipts and disbursements, journal entries;
- Preparing forms for transfers between client trusts and for client inventory;
- Printing transaction and client information reports daily, and manual cheques when required;
- Completing monthly and year-end reconciliations of the Public Trustee Common Fund and related accounts, investigating discrepancies, determining root causes, and implementing corrective actions;
- Preparing daily bank deposits for cheques and other funds received and depositing them in the Common Fund account at the bank;
- Investigating client files to determine assets and tracking those assets by recording them on a spreadsheet and in the Public Trustee Information System;
- Maintaining and monitoring registered investment accounts (RDSP, TFSA, RRSP, etc.), ensuring accurate reporting, compliance with tax regulations, and proper client attribution;
- Preparing and filing complex annual trust, estate and personal income tax returns, interpreting tax legislation to ensure accurate treatment of income, deductions, and trust obligations;
- Preparing quarterly invoicing to various federal departments;



- Arranging for insurance on client's personal assets by determining appropriate policy coverage category and assigning insurance code to the asset;
- Reconciling the client access spreadsheet for insurance premium calculations on a semi-annual basis.

2. Provides administrative and clerical support by:

- Ordering and purchasing various office supplies and utilities;
- Maintaining and reconciling a VISA purchase account;
- Listing and preparing files for transfer to the GNWT Archives;
- Delivering legal or financial documents on request;
- Filing documents at the Land Titles Office and at the Supreme Court on request;
- Typing legal forms, form letters, tax returns;
- Performing the duties of the legal assistant on request;
- Maintaining numerical and alphabetical file listings of all open and closed files; assisting with the inventory of clients' personal assets.

3. Interacts with clients, government staff and the public to provide the following services.

- Authoritative financial information and explanations for clients, creditors, courts, and government bodies regarding estate and trust accounts, often involving complex or disputed matters;
- Preparing correspondence to clients, banks, other government offices; financial institutions, and numerous other companies and entities;
- Tending to clients who arrive to pick up cheques at the office, and verifying their identification;
- Performing statutory functions (Commissioner for Oaths / Notary) to support legal and financial processes within the office;
- Assisting in coordinating payments to, and on behalf of represented persons (mentally incapable persons);
- Acts as a key resource for internal and external auditors by compiling records, explaining transactions, and resolving audit findings to support a clean audit opinion;
- Analyzes client financial information and makes recommendations to Public Trustee Officers regarding payments, asset management, and financial administration decisions.



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

- Ability to understand and interpret financial legislation and procedures;
- Organizational, clerical and keyboarding skills in addition to proficient verbal and written communication abilities are essential as the position deals extensively with the public sector and other government and banking institutions;
- Knowledge of generally accepted accounting principles and bookkeeping procedures to interpret and process financial documents; Knowledge of Excel, Word and trust accounting programs;
- Financial bookkeeping procedures including knowledge of general ledger systems and payment processes to properly record payments and to make adjusting journal entries;
- Able to work under very heavy workload and tight deadlines;
- Attention to detail and high level of accuracy to ensure financial transactions are recorded accurately.
- Organizational skills to be able to keep accurate records and provide detailed information when requested.
- Be self-directed and be able to work independently, identify tasks that need to be completed.
- 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 post-secondary education in bookkeeping or accounting and one year of experience.

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