



## IDENTIFICATION

Department	Position Title	
Justice	Office Manager	
Position Number	Community	Division/Region
82-3664	Yellowknife	Legal Registries

## PURPOSE OF THE POSITION

The Office Manager is responsible for the effective management of financial, support, records and administrative resources of the Division. The position will also co-ordinate Legal Registries French language services.

## SCOPE

The Office Manager reports to the Director and provides support to the Division comprising 16 staff and a number of unique statutory / business streams. The incumbent deals with confidential matters that relate to finance, administration, personnel and legal matters and interacts with members of the public, legal counsel, and other governments. The incumbent must be self-motivated, detail oriented, organized and able to work independently in a multi-tasked environment that requires policies, procedures and protocol to be adhered to under strict time restraints.

The Office Manager is responsible for the accounting, reconciliation, and verification of financial transactions of \$6,500,000+ in annual revenue. To do this, the incumbent will prepare and review financial documentation, including monthly and annual reconciliations, travel authorizations, travel claims, and reconcile corporate credit cards. The Office Manager is also responsible for the supplies and services, records management, asset control, distribution of documents and budget variance reporting for the Division. The incumbent is responsible for training other staff members in the financial and administrative procedures and provides advice when problems arise.



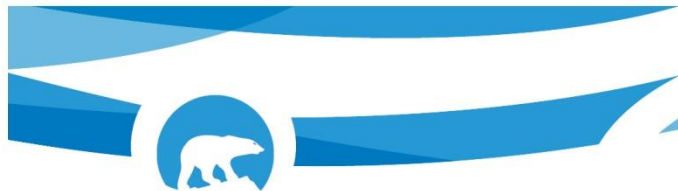
## **RESPONSIBILITIES**

### **1. The Office Manager is responsible for the Division's corporate financial management.**

- Assists in the planning, coordination and implementation of financial procedures, including maintaining the financial procedure manual.
- Ensures signing authorities remain current for GNWT, bank and credit card accounts.
- Responds to a variety of financial inquiries, including assisting auditors investigating financial transactions.
- Reconciles monies received on a daily basis using the Legal Registries accounting system (ARS) and ensures that accurate records are maintained.
- Reconciles ARS with GNWT financial systems, and makes cash drawer deposits on a daily basis.
- Ensures that all revenue deposits recorded in SAM are taken to Finance Accounting Services and the bank on a daily basis in accordance with GNWT procedures.
- Reconciles the Purchasing Card statement and ensures that all relevant invoices and receipts are attached and returned to Finance within deadlines.
- Maintains general ledgers for bank accounts using automated accounting functions within ARS.
- Prepares monthly bank reconciliations, using the month-end bank statements and a variety of accounting reports.
- Makes journal entries in SAM necessary to reconcile accounts.
- Ensures that payments for expenditures are processed in accordance with the Financial Administration Manual and Policies.
- Prepares expenditure financial documentation (payment vouchers, direct journals) and prepares financial spreadsheets.
- Prepares monthly budget variance reports.
- Maintains the Petty Cash fund.
- Issues refund cheques from ARS in a timely manner.
- Has custody and use of the corporate acquisition card and maintains the transaction log.
- Prepares and submits customer / vendor requests form for payment authority approval.

### **2. Oversees the Division's Asset Controls.**

- Manages the purchase of equipment, supplies and services.
- Deals with all IT and telephone matters; manages requisitions for software and equipment and ensures the Division's equipment is up to date; acting as the primary contact with TSC.
- Resolves problems relating to the credit card terminals with Moneris and coordinates upgrades as and when required.
- Resolves problems with all equipment including, photocopier, plan copier, scanners,



etc.

- Maintains storage room inventory and ensures supplies are maintained and organized.

**3. Manages the Division's Records Management.**

- Manages the divisions' filing system (ARCS and ORCS), both paper and electronic (DIIMS), including correspondence chronos, a circulation file, a Bring Forward tracking system, an electronic mail-log system, archiving and transfer of files to storage and files updates to manuals when received.
- Manages files for transfer to storage, archives, or disposition.

**4. Coordinates the Division's French Language Services.**

- Co-ordinates the Division's French language services, liaising with the Departmental coordinator and Official Languages staff.

**5. Coordinates Federal / Provincial / Territorial Conferences.**

- Arranges travel and accommodations for staff.
- Prepares travel authorization and expense records ensuring that all receipts are submitted and verifies that the expenses are business related.
- Coordinates hosting intergovernmental conferences, including:
  - Preparing and monitoring the budget and processing financial transactions;
  - Securing venues and overseeing services;
  - Arranging information with the hotel / airlines;
  - Arranging all hospitality requirements;
  - Transportation of delegates to and from activities;
  - Preparing conference materials;
  - Working after hours with little or no notice before and during the Conference.

**6. Provides Divisional Administrative Support.**

- Prepares documents with formatting and distribution for the Director, Registrar, Directorate and Minister, including coordinating editing, reviewing, formatting, and proofreading documents.
- Provides receptionist services.
- Manages statistical reports.
- Division coordinator for health and safety; including communicating information; monitoring health and safety performance.
- Arrange meetings and training, including sending invitations, securing locations, arranging equipment as needed and preparing handouts.
- Acts as the telephone operator to screens calls and redirect to the appropriate area.
- Receives mail and deliveries and distributes to the appropriate areas.
- Maintains Director's schedule and arranges meetings and facilities.
- Perform other duties as assigned through projects and initiatives.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Accurately calculating funds, balancing accounts, handling money under strict deadlines.

High concentration with financial deadlines, frequent interruptions and changing priorities. Responding to public demands and dealing with difficult clients on a regular basis can be stressful. The incumbent will frequently encounter irate and unreasonable clients that do not accept the explanation of legislation or policies causing a moderate degree of mental stress.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounting principles.
- Knowledge of governmental organization, policy and office practices and procedures.
- Analytical and problem-solving skills.
- Organizational and time management skills.
- Interpersonal skills and ability to work in a team environment.
- Ability to handle multiple tasks.
- Ability to recognize unique issues/situations and exercise good judgment.
- Ability to communicate effectively both orally and in writing.
- Ability to work in a computerized office environment using advanced word processing functions, database, spreadsheet, and other applications.
- Ability to interpret financial directives/policies procedures to ensure appropriate completion and avoiding mistakes which could result in the incorrect allocation of funds or delays in payments.
- Ability to train and mentor staff.
- 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 diploma in business administration or finance & administration and 1 year of relevant 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