



IDENTIFICATION

Department	Position Title	
Justice	Finance Clerk	
Position Number	Community	Division/Region
82-8292	Yellowknife	Corrections/North Slave Correctional Complex

PURPOSE OF THE POSITION

The Finance Clerk provides accounts payable, accounts receivable, purchasing, and record management services for the North Slave Correctional Complex (NSCC), within the Government of the Northwest Territories (GNWT). This encompasses GNWT accounts payable and receivables, Inmate Trust Fund (ITF) and Inmate Welfare Fund (IWF) transactions, purchasing for the Complex, record management services and support services for the Complex. As part of the administration team, the incumbent will ensure the ongoing provision and enforcement of policy and services within the Corrections Mission, Vision and Value statement.

SCOPE

This position works in the North Slave Correctional Complex in Yellowknife, NT and reports to the Manager, Administration and Support Services. The position provides basic accounting functions for all aspects of the Inmate Trust and Welfare accounts, manages cash and other monetary instruments, transaction values range from one to tens of thousands of dollars and processes all GNWT payments and receivables.

The position holds VISA purchasing authority to an assigned limit. The position assists managers with ensuring compliance with administrative priorities, objectives and financial policies. The Finance Clerk participates in the orientation, training and mentoring of new employees.

The work is directed by legislation (GNWT, Financial Administration Manual (FAM), *Financial Administration Act (FAA)*, Government Contract Regulations, and Government policies (i.e., Business Incentive Policy), Department of Infrastructure facility and procurement policies, directives and procedures, *Public Service Act*, *Access to information and Protection of Privacy Act (ATIPPA)*, and specific policies (Corrections Service Directives, Code of Ethics, and GNWT Code of Conduct) and established procedures.



RESPONSIBILITIES

1. Provides financial support for the GNWT Inmate Trust and Welfare Funds with compliance in FAM, FAA and institutional policies.

- Receipts, verifies and enters inmate incentive pay and inmate cheque requests.
- Data enters, verifies and processes varied Trust and Welfare documents to ensure inmate accounts and inventory are accurate.
- Ensure signing authorities are maintained.
- Investigates account inquiries and provides personal trust account information to appropriate people.
- Performs daily reconciliation of cash.
- Prepares bank deposits for Inmate Trust and Welfare accounts.
- Completes monthly bank reconciliations.
- Ensures that Travel Authorization and Expense Claims reflect all applicable rules and regulations.
- Ensures monthly Staff Visa reports are completed accurately and processed within SAM.

2. Provides financial and administrative support to Management.

- Prepares summaries of Inmate Trust, Inmate Welfare and other financial reports for the Manager designed to meet specific needs.
- Assists in preparation of variance reporting and gathers information.
- Prepares and/or verifies all payment documents for supplier invoices.
- Ensures the financial reporting and verification is complete.
- Performs financial data entry.
- Initiates tenders for purchases over \$10,000 through central contracts, advises management of trends and reports unusual expenditures.
- Provides general purchasing for the complex. Ensure stock levels are appropriate for needs.
- Provides support for Inmate and Staff clothing - purchasing, issuing and disposal.
- Provides reception and initial sign-in screening of all visitors/contractors to the complex for appropriate dress and other regulations.

3. Provides records management support within established guidelines.

- Maintains records and controls for commitments, budgets, and expenditures to protect against duplicating payments or overpayments and to detect necessary corrections.
- Performs financial records management for administration, including cataloguing and records transfers.
- Distributes GNWT forms and other administrative documents as required.
- Ensures that documents are correctly filed according to the proper file management system, records management schedule and that proper security is in place.



- Creates new files, closes dated ones and prepares for disposition according to the correct schedule and process for the files.
- Enters documents into computerized records management system and maintains on-line file lists.
- Maintains compliance with records management standards of the GNWT.

WORKING CONDITIONS

Physical Demands

This is primarily a desk job. The incumbent is required to move boxes of records, shop for various supplies, and perform inventory control, on approximately a weekly basis, for approximately 1-3 hours per occurrence. Weight of material required to be lifted ranges from approximately five to twenty pounds.

Environmental Conditions

No unusual conditions. The office environment is physically separate from the inmate areas, behind a safety “glass” barrier and locked door. Twice daily for approximately 15 minutes per occurrence, the incumbent will deliver and pickup mail in an office within the secure envelope.

Sensory Demands

No unusual demands. Approximately an hour a day, incumbent is required to use sight/hearing/smell simultaneously while performing initial screening of visitors and contractors to the complex and while delivering/picking up mail.

Mental Demands

The incumbent works in a secure custody complex, and while in a physically safe environment, may be exposed to harsh verbal complaints from inmates, inmate family members and others. 3-5 times per month, for a short time per occurrence. Incumbent may be subject to direct disruptions to family life during off duty hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Bookkeeping and financial administration skills.
- Ability to work in an automated office environment.
- Verbal, written and interpersonal communication skills.
- Ability to acquire knowledge of the *Financial Administration Act* and relevant policies and procedures.
- Ability to acquire knowledge of Corrections policy and procedures.
- Ability to acquire knowledge of *Access to information and Protection of Privacy Act (ATIPPA)*.



- Knowledge of accounts payable and receivables, and reconciliation function and internal controls.
- Organizational, time management, clerical and keyboarding skills.
- Knowledge of MS Operating Systems, MS Office, Internet, Email applications and automated accounting/financial systems and software.
- 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:

High school diploma and one (1) year of relevant experience, whether paid or unpaid.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Class 5 driver's license

Satisfactory Vulnerable Sector check

First Aid and CPR Certification

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