



## IDENTIFICATION

Department	Position Title	
Justice	Court Finance Officer	
Position Number	Community	Division/Region
82-9805	Yellowknife	Court Services

## PURPOSE OF THE POSITION

The Court Finance Officer provides statutory, financial, and administrative services to the Northwest Territories Courts (Territorial/Supreme/Court of Appeal) and Sheriff's Office.

## SCOPE

Located in Yellowknife and reporting to the Court Administration Services Manager, Court Finance Officer is responsible for processing fines and fees that total approximately \$500,000 annually and answering inquiries on documents for 3 different Courts (Territorial, Supreme and Court of Appeal) and the Sheriff's Office.

The Court Officer interprets Rules of Court for Supreme and Territorial Court, and other legislation such as *Creditors Relief Act*, Court Services Fees Regulations. Needs to be familiar with and understand the financial and legal implications/ramifications of interpreting legislation.

The Court Finance Officer has regular contact with public, legal community, RCMP, By-law, judiciary, Department of Infrastructure, Probation and Community workers to provide and receive information.

The Court Finance Officer holds the following statutory appointments:

Deputy Clerk of the Supreme Court  
Deputy Clerk of the Territorial Court  
Deputy Sheriff

The Court Officer maintains and provides safe keeping for Sheriff's and NWT Courts Trust

Accounts, and two Imprest Accounts which consist of over \$1 million annually in funds.

## **RESPONSIBILITIES**

### **1. Provides Statutory Accounting services for all Courts in the Northwest Territories and the Sheriff's Office.**

- Records trust monies received, refers to and interprets Rules of Court to ensure the proper allotment of monies, calculates and assigns fees according to the different fee schedules, balances monies and deposits monies in correct Trust (NWT Courts or the Sheriff's Account) or Imprest Account
- Maintains general ledgers for all trust and imprest monies by use of automated accounting functions within Justice's Court Information system
- Assesses competing priorities or claims and disburses trust monies in accordance with statutory requirements (Rules of Court, Creditors Relief Act and the Financial Administration Act) as well as other relevant statutory documents/legislation or court orders
- Processes payout of trust and imprest accounts. Identifies omissions or errors, researches and determines corrective measures necessary before processing documents
- Ensures all year-end procedures are carried out in an accurate and timely manner.
- Ensures that accurate records are maintained of all transactions for the Trust/Imprest and Consolidated Revenue Accounts
- Prepares Statements of Distribution of money received and other required documents.
- Reconciles NWT Court Trust, Sheriff Trust and Point of Sale / VISA Accounts monthly
- Provides as and when needed support for Hay River and Inuvik Court Registries financial inquiries.

### **2. Provides financial support to the Courts.**

- Responds to a variety of financial inquiries from the public, judiciary, law enforcement agencies and other government agencies
- Assists the court staff, judiciary, and Finance Officers with locating payments
- Reviews legal documents (e.g. Garnishee Summons, Affidavit of Service, Writs, etc) when monies are received in the courts
- Processes the issuance of payments on all Court and Sheriff files
- Accurately enters case data information and performs searches in FACTS and other court related databases
- Balances cash and cheques received on a daily basis and ensures the money is deposited into the appropriate trust and revenue accounts
- Completes Cash Drawer processes in SAM for incoming revenues
- Creates and records adjustments in SAM
- Ensures that all guidelines are followed in compliance with the Financial Administration Manual and Policies
- Ensures all month-end and year-end procedures are carried out in an accurate and timely manner
- Sets up accruals that need to be carried forward to the new fiscal year

- Reconciles NWT Court Trust, Sheriff Trust and Point of Sale / VISA Accounts monthly
- Directs corrective action to the Courts and Sheriff's office for the efficient and effective processing of funds received
- Prepare monthly pay-outs for municipal fines, bailiff fees and disbursements, Sheriff writ fees and GST as well as Sheriff fees, labour, disbursements and GST
- Creates and monitors Sheriff Suspense accounts
- Issues and verifies Sheriff Office invoices for services, seizures and writs of possession including preparation of cheques for remainder of deposit or letter for collection of outstanding payables
- Prepares bail, restitution and civil trust funds received for pay out or transfer between Court files.

### **3. Provides administrative support to the Courts.**

- Ensures that specimen signatures are current for all staff requiring signing authority, both for GNWT and bank accounts
- Ensures all mail and faxes are logged and distributed in a timely fashion
- Assists in the creation and implementation of Courts' Administrative policy and procedures
- Responds or redirects general telephone inquiries as appropriate to ensure timely and accurate responses are provided
- Assists in the preparation of Certificates of Subsisting Executions as and when required
- Prepares and logs outgoing mail to other Court Registries within the Northwest Territories.

## **WORKING CONDITIONS**

### **Physical Demands**

Lifting and carrying files to and from registry.

### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

Extended use of a computer

### **Mental Demands**

Accurately calculating funds, balancing accounts, handling money. Maintaining professionalism at all times when dealing with judges, lawyers and public. Stress of knowledge that decisions will be made based on accuracy of calculations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated knowledge of generally accepted accounting standards at the intermediate

- level in order to balance ledgers and reconcile accounts
- Working knowledge of the Rules of Court (Territorial/Supreme/Court of Appeal) and federal and territorial statutes/legislation that govern court actions and how these rules affect the financial aspect of court.
  - Knowledge of and the ability to communicate in a cross-cultural environment
  - Ability to problem solve and provide good judgment, particularly when balancing accounts with a variety of entries that usually require a fair amount of research in order to ensure proper coding and accurate account of Court expenses. This is also completed under the pressure of time constraints and public scrutiny
  - Ability to interpret Rules of Court and other legislation, and financial directives/policies/procedures to ensure appropriate completion of forms and files and action taken thereby avoiding mistakes which could result in incorrect allocation of funds or delays in pay-outs which have heavy human and financial implications
  - Ability to work in an automated office environment and accurately record information on the computer
  - Must be proficient in word processing, spreadsheet applications and accounting applications
  - Must be self-motivated, detailed oriented, organized, and able to work independently in a fast-paced multi-tasked environment that requires policies, procedures and protocol to be adhered to under strict time constraints
  - Ability to communicate effectively with the public, the legal community, judiciary, court staff within and outside the NT, and enforcement and government agencies to disperse and receive information
  - Ability to deal with difficult people in a multi-facetted and stressful environment with tact and discretion, and in a clear, concise manner both in person and on the phone
  - Ability to accurately record financial and administrative information and produce thorough documentation and correspondence, ensuring appropriate action is implemented and preventing heavy financial implications and human suffering
  - Must always conduct oneself (including outside office hours) in a manner that will not cause the administration of justice to be or be seen to be in disrepute
  - Must always ensure that the independence of the judiciary is upheld
  - Ability to understand and follow the principles of court conduct and decorum

**Typically, the above qualifications would be attained by:**

Accounting Diploma with two years of experience in an accounting environment that includes at least one year completing ledger work and reconciling accounts, interpreting financial and administrative procedures, legislation and acts, and researching and responding to a variety of complex financial inquiries from a variety of clients.

**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