

## IDENTIFICATION

Department	Position Title	
NWT Housing Corporation	Contracts Clerk	
Position Number	Community	Division/Region
93-16524	Yellowknife	Infrastructure/HQ

## PURPOSE OF THE POSITION

The Contracts Clerk provides financial and administration support to the Infrastructure Services Division, in the administration of tenders, contracts, capital projects budgeting and expenditures, and asset management in order to facilitate the effective and efficient management of contracts.

## SCOPE

The Contracts Clerk is located in the Infrastructure Services (INF) Division of the Northwest Territories Housing Corporation's (NWT HC) and reports to the Senior Contracting Specialist. The duties of the position have an impact on Division and District staff, Local Housing Organizations, individual contractors/consultants/vendors, individual clients of the Corporation and the Financial Branch of the Department.

The magnitude of the total budget impacted by this position ranges between \$15 million to \$20 million in Capital funding. The average number of contracts managed by the Division is 100 to 175 new contracts per year, ranging from \$5,000 up to \$5,000,000.

The Contracts Clerk works within an established accountability framework to ensure the accuracy and integrity of established processes, policies and procedures. This framework includes the Financial Administration Act, the Business Incentive Policy, the Northern Manufacturing Directive, and the NWT HC Contract Administration Manual.

## **RESPONSIBILITIES**

### **1. Provides financial and administrative support of procurement activities including the preparation and administration of public and invitational tenders and contracts for capital projects to facilitate the effective, efficient and consistent management of contracts by INF staff.**

- In conjunction with Technical staff, assembles the required documentation to prepare a tender or Request for Proposal (RFP) document for furtherance to Procurement Shared Services (PSS) for issuance to the public. Prepare the tender documents including but not necessarily limited to, the front end, back end bid documents and specifications and drawings.
- Liaises with Technical staff to obtain the supplementary instructions to bidders and the schedule of values to include in the assembly of the tender documents.
- Uploads completed tender documents to SAM for review, translation and posting by PSS for the tender period.
- Ensures any tender addendum prepared by Technical staff during the open tender period are in the correct format and are uploaded to SAM for PSS to approve and add to the tender documents.
- Liaises with contractors providing guidance in the completion and submission of tender documents, award and regret letters, and bid and performance securities.
- Completes the Business Incentive Policy (BIP) adjustment evaluation for each compliant bid received. This includes confirmation of BIP status for northern and local content of the bidder, subcontractors, and vendors.
- Completes the Contract Authorization Request Form (CAR) to determine the adjusted bid price and the lowest adjusted bidder. Obtains proper authorized signatures on CAR.
- Once CAR form is authorized, records the adjusted bid price and the lowest adjusted bidder in SAM for award.
- Prepares the hard copy contract, ensuring that all of the required sections of the contract are complete and form part of the contract. Prepares the contract award and regret letters for execution.
- Coordinates the signing, distribution and filing of the contract documents. Uploads signed contracts into SAM Purchase Order (PO).
- Maintains records of contractor's employment performance for compliance with BIP in regard to the northern and local content within the contract, and updates project staff.
- Ensures contractors' compliance with Worker's Safety Compensation Commission (WSCC) policies and regulations, maintenance of insurance coverage, and compliance with contract security requirements throughout the contract.
- Prepares and maintains the contract ledger for each contract and saves in DIIMS.
- Maintain the central contract filing system which is to include but not limited to purchase order, change orders, inspection reports, contract ledger, authorization memos, Budget Change documents (BCSS), other financial information, WSCC clearance letters, insurance documentation, bid documentation and SAM project costing details.
- Identify methods of improvement to the procurement function.

**2. Performs the day to day processing of financial transactions for capital projects to ensure that the finances are maintained in an accurate, current, efficient manner and in accordance with legislation, policies and procedures.**

- Ensures the capital project has been set up in SAM, identifying and verifying the program, community, budget amount, and project information to track project costing and facilitate budget management and reporting.
- Completes the PO through the sourcing section of the e-Procurement Module in SAM under the correct title for each contract awarded to commit the funds in SAM for the individual project costing codes.
- Processes the PO and any change orders for each contract through the e-Procurement section of the procurement work centre in SAM. Ensures all supporting documentation is uploaded to the PO.
- Prepares any change orders that have been verified by Project staff. Ensures there is available budget to proceed. Obtain all necessary signatures for approval and ensures the PO is adjusted for the change order.
- Verifies that all financial transactions relating to capital projects comply with the financial policies and procedures.
- Verifies invoices and the supporting documentation (such as inspection reports, statutory declarations, request for contract payment, percentage breakdown sheet, Interim Certificate of Completion (ICC), and Final Certificate of Completion (FCC)) required under the contract are complete and accurate.
- Maintains Contract Ledgers for all contracts and prepare a monthly contract status report for the Senior Contracts Specialist.
- Prepares the voucher request form for the invoice, scan and email the completed payment documentation to FESS for processing.
- Maintains files for all payment and commitment documents that will facilitate invoice processing and commitment tracking to ensure invoices are paid on a timely basis and within the contract deadlines. Prepares a semi-weekly report on outstanding payments for Project staff to facilitate timely payments.
- Assists the Senior Contracting Specialist with maintaining a complete, accurate and up to date listing of approved major capital projects including budget, budget adjustments, contractor name, awarded amount, payments made, remaining balance in contract and remaining free balance of budget on the Branch master spreadsheet.
- Ensures the Project Staff and Senior Contracting Specialist are notified of any free balance of budget remaining once a contract has been completed to allow the funds to be released from that project.
- Through provision of regular contract reporting, ensure the Project Staff and Senior Contracting Specialist are notified of any cost overruns in any project so that reallocation of funds or a request for additional funding can be prepared and processed.
- Provides Asset Management with the documentation (copies of ICCs, FCCs and Project tombstone information provided by Project staff) needed to transfer completed assets to operations and maintenance.

- Liaises with contractors providing guidance in the completion and provision of all required documentation for payment and the processing of invoices including timing and returning of contract security documents.
- Ensures the contract holdbacks and securities are recorded, tracked, monitored, and released in accordance with the terms of the contract.
- Participates in special assignment and projects as required.
- Performs additional similar and related duties as assigned

### **3. Contributes to the positive image of the NWTHC**

- Deals with the business community in a respectful and helpful manner
- Cooperates with NWTHC staff as a key member of the team
- Provides back-up relief for the Senior Contracting Specialist as required

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent may experience moderate levels of mental stress on occasions to meet set deadlines and manage heavier workloads. Contractors with problems relating to process may confront the incumbent, who may have to manage the issue directly. Given the nature of the work involving the support of legally binding contracts, the incumbent must pay attention to detail; basic errors or discrepancies could lead to breakdown on internal control and increased financial risk exposure.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of legal tender/contract procedures, policies, and contract administration.
- Knowledge of Business Incentive Policy and Northern Manufacturing Policy.
- Proficiency in computer software application using PC software including Access, MS Word, Excel, and Outlook.
- Practical knowledge of Contract Law.
- Knowledge of applicable sections of *Financial Administration Act*.
- Knowledge of northern culture and political environment.
- Excellent interpersonal skills in order to liaise with staff and contractors in a positive, professional and business-like manner, with an emphasis on customer service.

- Financial, analytical and problem-solving skills to ensure all financial transactions are accurate and properly recorded.
- Effective organizational and decision-making skills.
- Ability to maintain a high level of accuracy in preparing contract documentation and entering financial information into SAM in order to ensure that reportable financial information is up to date and accurate.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality.
- Ability to work independently or as part of a team.
- Ability to work in a high-stress, fast-paced, flexible, multi-tasking, challenging and progressive environment with tight deadlines.
- Demonstrated understanding of finance and administrative policies.
- Knowledge of developing and administering legally binding contracts.

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

The completion of a post secondary education in procurement/business administration or related discipline combined with 2 years related experience in construction contract administration or a related contracting environment. Equivalent education and experience may 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