



IDENTIFICATION

Department	Position Title	
Housing Northwest Territories	Accounting Clerk	
Position Number	Community	Division/Region
93-4600	Yellowknife	Finance and Administration /HQ

PURPOSE OF THE POSITION

The Accounting Clerk audits, prepares and enters financial documents (accounts payable, accounts receivable) in the GNWT ERP System and in the Housing NWT Information Management (HCIM) System. The incumbent is responsible for ensuring all financial transactions are completed in an accurate, consistent, timely manner and in accordance with Federal and Territorial legislation, regulations, agreements, policies and business processes for the HNWT. In addition, Accounting Clerk is responsible for ensuring that HNWTmail functions are timely and accurately handled and administered in compliance with GNWT and HNWT procedures and guidelines; and for providing administrative support to the Finance and Administration area.

SCOPE

Located in Yellowknife and reporting to a Finance Officer the Accounting Clerk provides financial transaction processing support for Finance and Administration function of HNWT. The duties of this position have an impact on timeliness and integrity of financial reporting and effectiveness of mail administration as a whole. The position receives mentoring and assistance from Finance Officer.

The Accounting Clerk has a direct impact on the proper recording and reporting of yearly expenditures in excess of \$35 million for over 50 various suppliers and the receipting of all revenue transactions for the HNWT. The incumbent provides support to the HNWT District clerks for the Cash Desk function.

The incumbent is required to meet set deadlines. This may occur during certain periods each month or to meet year-end reporting deadlines.

RESPONSIBILITIES

- 1. Prepares and processes standard financial documents (accounts payable for utilities expenses and all accounts receivable) ensuring accuracy and adherence to federal and territorial government legislation, including Housing NWT Act, regulations, policies, agreements and business processes.**
 - Ensures all financial transactions are processed in accordance with Federal and Territorial legislation, regulations, policies and directives issued by the Financial Management Board (FMB), GNWT Department of Finance and Housing NWT.
 - Prepares, processed and posts financial transactions in the GNWT ERP system and in the HCIM System and produces financial documents for expenditure and accounting authority approval.
 - Reviews and verifies financial transactions in the GNWT ERP system and HCIM System
 - Identifies issues and irregularities in the submitted for processing financial documents for utility transactions and compares with the property and tenant data settings in the HCIM.
 - Directly communicates with utility suppliers and Local Housing Organization officers on resolving issues with the submitted supporting documentation that prevents financial transactions completion , and provides recommendation to the Finance Officer for processing transactions in a timely and accurate manner with the focus on continuous improvement on the efficient transaction processing.
 - File all processed documents as per the GNWT Administrative and Operational Records Classification Systems (ARCS and ORCS) and/or Digital Integrated Information Management System (DIIMS) according to the procedural guidance provided by the HNWT Corporate Controller.
- 2. Ensure the pay cycle is processed on a timely basis in order to provide timeliness of payments to suppliers.**
 - Ensure that scheduled cheque runs are completed on a timely basis to ensure that Electronic Fund Transfers (EFT) deadlines are met.
 - Verify that payments are distributed as directed on the handling report.
 - Ensure completeness of all financial transaction records and filing/storage of those records as per the GNWT ARCS and ORCS and/or DIIMS.
 - Administers the process of filing/storage records in the GNWT Warehouse Storage every second year as per established GNWT Warehouse storage procedure.
- 3. Process all bank deposits to ensure that bank deposits are made on a timely basis and related internal controls are strictly complied with.**
 - Prepares electronic records and supporting receipt documents for Cash/Cheques receipting in GNWT ERP system compliant with internal control procedures for Controller review and reconciliation.
 - Prepare and deposit cash/cheques in the bank.
 - Provide support and training in transaction processing to five District office clerks on Cashier Desk function in GNWT ERP system.
- 4. Receive, sort and distribute all internal, intergovernmental and external mail within the Housing NWT to ensure mail functions are efficiently and effectively**

administered. Provides administrative support in maintenance and inventory update of all HNWT copiers/fax machines. Provides administrative support in US Bank VISA statements distribution and VISA card cancellation.

- Provide administrative support for mail distribution within Housing NWT Headquarter Divisions and Housing five District offices by communicating with all Housing NWT mail delivery contractors/couriers and Canada Post to ensure timely and accurate mail receipt and shipment.
- Provide administrative support in , maintenance and upgrade of corporate electronic devices by submitting hardware/software upgrade requests to the GNWT Finance Department, liaisons with regional XEROX representative regarding scheduled and unscheduled services, reconciliation of existing copier machine inventory serial numbers to the existing supplier contracts for all HNWT office locations, extraction of the requested documents from the electronic and paper sourced storage, , and other administrative support tasks as required.
- Ensure timely and complete monthly US Bank VISA statements download and its distribution to the Housing NWT staff cardholders' folders in DIIMS with email notification, advising of the VISA report response date, sent to each cardholder. Ensure timely monthly US Bank VISA master statement with supporting Excel report download and placement in the specified DIIMS location for further work by Finance staff.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire and apply knowledge of GNWT Administrative and Operational Records Classification Systems (ARCS and ORCS), Digital Integrated Information Management System (DIIMS), and Housing NWT internal operating guides.
- Manual dexterity in electronic data entry on a timely basis with high input accuracy for financial transaction processing.
- Ability to multitask and prioritize on the timely delivery of the financial transaction processes.
- Computer applications (Excel, Word, Acrobat Pro and Outlook) skills and ability to navigate electronic documents flow in the paperless office environment, including the collection and filing of the documentation per established internal business processes.

- Verbal and written communication skills.
- 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:

Bachelor's degree in finance or a related field, with one year of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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