



IDENTIFICATION

Department	Position Title	
Sahtu Divisional Education Council	Finance Officer	
Position Number	Community	Division/Region
98-7236	Norman Wells	Sahtu

PURPOSE OF THE POSITION

The incumbent is responsible for inputting and maintaining the accounts payable, accounts receivable, journalizing and verifying permanent payroll prepared by GNWT and casual payroll systems for the Board Office and the five schools in the Division.

The incumbent ensures the accuracy, completeness and timeliness of all accounting transactions for the office. Responsible for recording the daily operations of the finance systems, account reconciliations, journal entries, month end adjustments, and other duties as assigned by the Supervisor of Business Affairs. The incumbent ensures the processing of casual payroll on a bi-weekly basis as per the *Labour Standard Act*. *The incumbent must comply with the Education Act, The Financial Administration Act, Generally Accepted Accounting Principles and divisional policies and procedures.*

SCOPE

The Sahtu Divisional Education Council is the governing education body for the Sahtu as legislated under the Education Act. The division consists of five schools located in Norman Well, Tulita, Fort Good Hope, Deline and Colville Lake. The school districts are governed by District Education Authorities (DEA) whose members are elected every three years. The Board office is governed by the District Education Council (DEC) whose members are one representative from each of the DEA's.

The Finance Officer reports to the Supervisor of Business Affairs and is responsible for maintaining and monitoring the day to day financial accounting and payroll systems. They are responsible for maintaining and monitoring internal controls within the Division office and

for monitoring the financial reports and processes under the direction of the Supervisor of Business Affairs.

RESPONSIBILITIES

- 1. Responsible for the operation of the Council's standardized accounting system and ensuring accuracy, completeness, validity and verification of all transactions through the following activities.**
 - Certifies that proposed expenditures have appropriate authorization;
 - Ensures that expenditures are appropriate and are made within the correct appropriation and, in accordance with the GNWT policies and procedures;
 - Prepares a weekly cheque run for accounts payable through coding and data entry of invoice for payment, review of outstanding invoices and payment of accounts.
 - Controls cheques, cheque numbers, EFT payments, bank file, and payment information on all Board expenditure activities;
 - Reconciles supplier's accounts;
 - Maintains the accounts receivable system by preparing invoices for contribution agreements, chargebacks and collections of past due accounts;
 - Preparation of journal entries for invoices, adjustments, and other transactions as directed by the Supervisor of Business Affairs; and
 - Maintain the electronic files of all systems in a paperless environment.

- 2. Coordinates accounts payable processes through the coordination of all input from within the section to ensure efficient and accurate processing of all disbursement transactions by:**
 - Priorities and schedule all transactions/documents for timely input into the system;
 - Verification of all reports prior to accounts payable cheque runs;
 - Ensuring timely payments to all vendors and maintaining file listing to ensure correct name, address and category.; and
 - Maintain a corporate credit card and monitor expenditures and proper spending authority for all transactions.

- 3. Responsible for the review, documentation and preparation of permanent payroll produced by the GNWT.**
 - Responsible for preparing the spreadsheet and journal entry to distribute salary and benefit costs to the proper cost centers.
 - Reviewing payroll to ensure charges are for valid SDEC employees.

- 4. Responsible for processing casual payroll on a biweekly basis using the Ceridian payroll program, including data entering the information to ensure that an accurate and complete payroll is produced within the established guidelines and in accordance with the *Labour Standard Act* and the *Canada Customs & Revenue Agency deductible tables*.**
 - Responsible to administer biweekly casual payroll on the Ceridian payroll system for approximately 30 employees, including [1] Trustees for the DEC and five DEAs;

- Ensure master changes are made to rates of pay and allowances according to changes in salary contracts;
- Responsible for verifying the accuracy of T4's produced by the payroll company and distribution to approximately 200 employees;
- Calculation and issuance of retroactive pays when changes are made to contracts or late submission of payroll data entry;
- Distribution of pay advice to employees.
- Contact person for employees in the casual payroll with pay inquiries;
- Administers casual payroll leave entitlements ensuring accurate entitlements accrue to casual payroll contract employees;

5. School Fundraising Activities:

- Record and deposit all cheques and donations;
- Prepare cheque runs for all purchases drawn against School generated funds;
- Prepare journal entries as required;
- Prepare, distribute and maintain the Donation receipts

6. Assists the Supervisor of Business Affairs with accuracy of financial reporting by:

- Ensuring all entries are posted in the correct accounting period for proper cutoff; and
- Reviewing monthly financial transactions for errors, and advising the Supervisor of Business Affairs.

WORKING CONDITIONS

Physical Demands

The incumbent spends a significant amount of time sitting at a desk with the opportunity to move around the office for periods of time. Occasionally required to lift and move boxes to the storage area. Need for concentration for accuracy of payroll data entry. Constant computer work may result in eyestrain.

Environmental Conditions

The incumbent is located in a comfortable office environment.

Sensory Demands

The incumbent may spend long periods of time on the computer. The incumbent can expect constant interruptions during the workday. The incumbent spends a moderate amount of time on the telephone dealing with a number of issues, such as purchasing and accounts payable inquiries. Concentration will be required when making calculations and estimates.

Mental Demands

There are mental demands of maintaining both the day-to-day aspects of the position while meeting the demands of the telephone, email, and co-located staff.

KNOWLEDGE, SKILLS AND ABILITIES

- Incumbent must be highly organized and able to prioritize work effectively. They must have excellent time management skills and be able to multitask;
- Must have training and knowledge of accounting procedures and policies, including purchasing, commitment accounting, accounts payable systems, accounts receivable systems and payroll;
- Must have a strong working knowledge in Excel. This includes the use of pivot tables, macros, Vlookup and graphs;
- Knowledge and understanding of legislation, directives, regulations, policies and practices in a government organization; and
- Ability to deal with employees, suppliers and the public in a professional manner.

Typically, the above qualifications would be attained by:

The candidate should have a two- year accounting diploma from a recognized community college or a university degree with an accounting major and three to five years of experience in an accounting environment.

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