



Although, the WSCC is a public agency that operates independently from the Government of the Northwest Territories (GNWT), The WSCC is required by law to adhere to the *Financial Administration Act*, the authority to establish financial policies and controls rests with the Governance Council of the WSCC. Establishing proper financial procedures is then delegated to the Finance department of Revenue and Financial Services Division.

This position exercises payment authority of up to \$5,000.

The WSCC relies heavily on this position for meticulous scrutiny of documents submitted for processing and payment, as well as accurate data entry of information.

This position interacts regularly with headquarters, all divisions and all regions of the WSCC, as well as vendors and suppliers.

## **RESPONSIBILITIES**

1. **Responsible for payments to be processed in accordance with WSCC policies and procedures, the *Workers' Compensation Act*, the *Financial Administration Act*, the UNW Collective Agreement, the Managers Handbook and the Excluded Employees Handbook**
  - Manages flow of invoices into the finance dept (via mail or email) and tracks the approval process.
  - Ensures payments are accurate.
  - Verifies General Ledger (GL) coding for invoices and other payable documents for compliance, accuracy and approvals.
  - Electronically follows up with spending authority regarding discrepancies, or deficiencies, in coding, authorization or compliance. and provides details of the discrepancy and advises the spending authority which relevant policies, procedures, or Acts that have not been complied with.
  - Data enters administration invoices in batches into the GP accounting system preparing for posting by senior accounting clerk.
  - Audits CAAPS medical supplier invoices for compliance and accuracy.
  - Transfers medical supplier invoices to GP batches for approval and posting by the Senior Accounting Clerk.
  - Posts and prints physical cheques and Electronic Funds Transfer (EFT) batches from cheque batch header created daily by the Senior Accounting Clerk.
  - Records cheque control numbers in spreadsheet log.
  - Returns all documentation and cheque log printout to Accounting Supervisor for EFT file creation.
  - Distributes cheques to mailroom or front reception for pickup.
  - Data enters banking information from claimants and suppliers to CAAPS and GP. Maintains a log of this direct deposit banking information.
  - Verifies and activates new suppliers in CAAPS.

- Monitors discrepancies and trends and reports findings to the Accounting Supervisor.
- Maintains an alphabetical filing system for general and administrative vendors and a filing system for employee travel claims.
- Verifies and reimburses petty cash summary sheets received from all custodians and reimburses petty cash requested.

## **2. Performs accounting and revenue support**

- Performs monthly and quarterly account reconciliations as directed by the Accounting Supervisor.
- Prepares journal entries arising from account reconciliations.
- Performs year-end account reconciliations and assists the Accounting Supervisor in preparation for the annual audit.
- Reconciles monthly travel advance account and follows up on outstanding advances and discrepancies.
- Manages a log of outstanding and completed purchase orders
- Verifies cash, cheques and credit card entries performed by mail clerk.
- Prepares bank deposits for cheques and cash.
- Takes deposit to bank daily.
- Provides advice to the divisions regarding procedures for authorizing expenditures.
- Other duties may be assigned, as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounts payable functions and general accounting.
- Knowledge of bookkeeping would be an asset.
- Understanding of the Financial Administration Act.
- Familiarity with a variety of computer systems, including financial accounting programs, Word and Excel.
- Ability to interpret and apply legislation, policies, procedures, contracts and agreements (including collective agreements) to ensure compliance.
- Demonstrated organizational skills.
- Effective communication skills.
- Ability to organize time effectively.
- Interpersonal skills that would lend to active participation in team building strategies.
- Excellent customer service skills to ensure prompt and efficient service to all internal and external departments.
- This position is primarily responsible for processing all accounts payable payments for the WSCC.

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

Completion of grade 12 and a minimum of two years related experience in an accounting environment.

## **WORKING CONDITIONS**

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

### **Physical Demands**

Although the incumbent spends the majority of time at a desk, there is ample opportunity to get up and move around the office. Because of the repetitive nature of the duties, there is potential for repetitive stress-type injuries. Ergonomic modifications to workstations help reduce this risk.

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

Meticulous attention to detail is required.

### **Mental Demands**

Some overtime may be required during the year end process. This position works to strict deadlines. The incumbent is routinely involved in several detailed and varied tasks simultaneously, which requires the ability to prioritize work to meet competing deadline pressures.

## **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

### **Official Language Considerations (check one)**

- Not required
- Bilingual required (state language): \_\_\_\_\_

**C CERTIFICATION**

**Title:** Accounting Clerk

**Position Number:** 97-7180

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<hr/> <p>Supervisor Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<hr/> <p>Senior Manager</p> <hr/> <p>President &amp; CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<hr/> <p>Date</p> <hr/> <p>Date</p>
<p><b>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</b></p>	

Reviewed by Human Resources: \_\_\_\_\_