



IDENTIFICATION

Department	Position Title	
Infrastructure	Financial Support Clerk	
Position Number	Community	Division/Region
33-1005	Norman Wells	Sahtu region

PURPOSE OF THE POSITION

The Financial Support Clerk provides financial and administrative services to ensure that internal financial procedures and controls are adhered to and that transactions are processed in a timely manner in accordance with the requirements of the *Financial Administration Act*, Government Contract Regulations, and related Government of Northwest Territories (GNWT) and department policies and procedures, including the Business Incentive Policy (BIP).

The Financial Support Clerk assists in providing customer service functions for the issuance of driver and vehicle licensing documents.

SCOPE

The Department of Infrastructure is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

Located in Norman Wells, the Financial Support Clerk reports to, and completes a wide variety of administrative work for the Manager, Finance & Administration.

This position works regularly with 8 client departments regarding asset maintenance and, on average, 10 general contractors regarding work orders and thereby provides financial and administrative support services related to the maintenance of all buildings and works and vehicles owned by the GNWT in the Sahtu.

Government departments are accountable to review, verify, and approve all transactions in advance of being finalized for processing by Financial Shared Services (FSS) and that all financial records adhere to government regulation, policies and procedures, and the integrity of the department's financial operations are maintained.

The incumbent will be expected to meet specific deadlines and to change priorities on short notice and will be required to demonstrate accuracy and attention to detail. As well, the incumbent will experience direct contact with the public when providing driver and vehicle licensing, and may at times have to refuse service to clients that have not accepted the explanation of legislation and policies and/or have not made available identity and other required documents.

RESPONSIBILITIES

1. Coordinates the processing of maintenance contracts, purchase orders, standing offer agreements and capital contracts in the Sahtu to ensure that all transactions are processed in accordance with the Financial Administration Manual (FAM) and all other GNWT policies and procedures.

- Reviews "Tender Data Form" generated from Internal Services, for clarity, accuracy and completeness. Imports the record to the notice board in Contracting Information System (CIS).
- Prepares and issues tender documents, ensuring that all contracts comply with insurance policies, legal registries Workers' Safety and Compensation Commission (WSCC) business licenses and contractual and legal requirements of the GNWT.
- Processes all advertising for requests for tenders.
- Maintains Plan Holder's log, acts as Secretary at tender openings.
- Ensures that all tender results are posted to CIS.

2. Assists the Maintenance Coordinator to properly manage work orders, for building and works for the Sahtu Area.

- Verifies financial documents for payment authorization ensuring that all required documentation is included and that all financial codes, calculations, payment conditions and spending authorities are accurate and in accordance with the Finance Administration manual and related GNWT policies and procedures.
- Contacts the Facilities & Maintenance Coordinator or other maintenance personnel as appropriate to assist client departments and tenants with information regarding the status of their request for maintenance work.
- Answers the direct line for building maintenance requests. Prioritizes and reroutes calls as required, initiates work orders if supervisor is unavailable.
- Enters invoice information and employee time against work orders in the computerized maintenance management system (CMMS) to ensure that all costs associated with maintaining government buildings and vehicles are accurately recorded.
- Works with Maintenance Coordinator to organize, open and close work orders and related documentation.

- Makes travel arrangements and maintains office supplies.
- 3. Recovers costs for work completed by the Department on behalf of client departments and outside of base funded activities.**
- Identifies charge back work orders and provides reports to enable recoveries.
 - Initiates journal vouchers and invoices to enable cost recoveries.
- 4. Maintains a vehicle maintenance registry.**
- Maintains a central registry of all mobile equipment.
 - Renews all mobile equipment registrations annually.
 - Acquires and distributes all vehicles registration and insurance slips.
 - Receives and distributes vehicle accident reports.
 - Data enters vehicle costs into CMSS and provides reports as required
 - Processes new credit card/gas card applications.
- 5. Delivers Motor Vehicle issuing office services.**
- Ensures client's identity by confirming legal names, birthdates and proof of residency through documentation supplied by client. Checks for valid insurance, ownership of vehicles, and identity of clients. Verifies medical status prior to issuance of motor vehicle documents, as required.
 - Reviews documents found to be questionable as per national/international fraudulent document review procedures and determines the acceptability of documents.
 - Operates various software and computer systems.
 - Verifies and cross references information from other jurisdictions to confirm client's eligibility to receive services.
 - May decline service to patrons based on non-adherence to policy and procedures.
 - Ensures accurate calculation and collection of fees for all services provided.
 - Ensures individual daily reconciliation of incoming revenue.
 - Maintains inventory of license plates, validation tags, TDL's, driver manuals and various other items, including forms.
 - Receives applications, makes appointments for driver examinations, and ensures client eligibility in accordance with the *Motor Vehicles Act* and procedures.
 - Ensures that no unauthorized agencies or individual receives or has any access to any motor vehicle records except as outlined in the *Motor Vehicles Act*.
 - Issues driver abstracts and conducts record searches for individuals and authorized agencies for a prescribed fee.
 - Provides licensing and registration information to the general public, businesses, associations and government agencies by telephone, fax or in person.
 - Accepts orders and prescribing fees for personalized license plates, and accident reports, ensuring requests are submitted in accordance with established acts and regulations, policies and procedures.
 - Submits a monthly report of inventories.

6. Performs other related duties.

- Maintains a variety of spreadsheets, database and other information, both electronic and paper-based, for management tracking and reporting purposes.
- Accepts payment for Electrical Permits on behalf of the Electrical Inspector; prepares general receipt and submits for deposit.
- Maintains a filing system according to Administrative and Operational Records Classification Systems (ARCS and ORCS) to allow easy retrieval of building maintenance information.
- Trains new trades staff on procedures relating to work orders, time reporting, travel authorization and expense reporting.
- Provides limited receptionist services to visitors, answers telephones and redirects callers during employee absences.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Position requires incumbent to respond to public demands and/or situations where there is disagreement with government policies, procedures or legislation. This can provoke contentious situations requiring the incumbent to decline service to patrons based on non-adherence to policy and procedures. Strong listening, communication and influencing skills and the ability to discern fraudulent intentions will be necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of contract law and accounting together with experience in the application of policies and procedures to ensure compliance with GNWT Financial Acts, Financial Administration Manual and related regulations, policies and procedures.
- Knowledge and interpretative skills necessary to enable comprehension of the *Motor Vehicles Act*, policies and procedures.
- Proven oral and written communication skills to provide advice and assistance to client departments, suppliers and staff regarding the interpretation and application of financial policies and procedures and to maintain effective and cooperative working relationships with department staff and clients and tenants while maintaining confidentiality.
- Strong computer skills, including ability to use financial spreadsheets and financial systems.

- Ability to understand relevant legislation and convey its meaning to the public, and influence positively the compliance with such legislation.
- Ability to maintain confidentiality of records and be able to converse tactfully with representatives of various agencies as well as the general public.

Typically, the above qualifications would be attained by:

Business Administration Certificate program with 1 year of directly related experience in a computerized accounting environment; or,

Completion of Grade 12 with courses in bookkeeping or accounting and 2 years of related experience working in a computerized accounting or licensing environment.

ADDITIONAL REQUIREMENTS

- Must have class 5 driver’s license.

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: To choose a language, click here.

- Required
- Preferred