



IDENTIFICATION

Department	Position Title	
Finance	Accounting Clerk	
Position Number	Community	Division/Region
15-0298	Hay River	Liquor Commission/HQ

PURPOSE OF THE POSITION

The position is responsible for day to day processing, maintenance and consolidation of the NWT Liquor Commission financial activities. This includes data entry, processing and reporting on these core accounting activities: accounts payable; accounts receivable; and liquor inventory control. The position is responsible for maintaining the financial document and data entry processing in a timely and accurate manner to ensure loss avoidance with respect to liquor product revenue. This position carries out its responsibilities in accordance with the Department of Finance and NWT Liquor Commission operational policies and procedures and the Government of the Northwest Territories Financial Administration Manual (FAM) directives.

SCOPE

The position is located in Hay River and reports to the Manager, Finance and Administration. The position works closely with the Accounting Officer and the Purchasing Clerk to ensure the accurate maintenance of the key accounting activities of the NWT Liquor Commission.

The Accounting Clerk will enter and process the financial transactions for the Liquor Revolving Fund including \$40 million in sales, and \$20 million in cost of goods sold, and other operating expenses. This requires the consolidation of inventories from seven public retail liquor stores and warehouses and coordination and liaison with the retail store managers, as well as the Accounting Officer and the Purchasing Clerk. Accurate and timely data entry is crucial for providing accurate financial reporting and revenue loss avoidance.

RESPONSIBILITIES

1. Responsible for the consolidation, data entry and maintenance of inventory sub-ledgers.

Main Activities:

- Ensures that retail liquor store data has been successfully downloaded and integrated into the Liquor Commission computer system on a daily basis.
- Verifies the validity and accuracy of all source documentation, sales, stock receipts, stock transfers, loss reports and adjustments.
- Maintains filing system for source documentation.

2. Responsible for data entry and maintenance to the accounts payable sub-ledgers.

Main Activities:

- Ensures that supplier and contractor invoices are coded and processed daily, ensuring that extensions and additions are correct and prices and quantities are in accordance with approved purchase orders, contract or approved by the appropriate spending officer.
- Identifies and reports discrepancies between prices, quantities and purchase orders for resolution by Liquor Commission's purchasing section.
- Maintains payment cycle according to due date, and produces cheques weekly.
- Ensures that the cheques, payments and proper supporting documents are transmitted to appropriate spending and payment signing authorities for approval on a timely basis.
- Maintains filing system for source documentation.

3. Responsible for the processing and entry of revenue.

Main Activities:

- Ensures that daily sales revenue transactions from retail liquor stores are accurate, entered in for the day of occurrence and are categorized by revenue source and profit centre.
- Ensures that transactions relative to the recognition and collection of revenue are entered into the accounts receivable and general ledger according to established procedures and guidelines.

4. Responsible for the preparation and production of the basic financial reports.

Main Activities:

- Prepares Aged Trial Balances for accounts receivable and payable at the end of each month.
- Prepares disbursement and payment reports and registers with each payment cycle.
- Prepares sales reports by location and are consolidated.
- Prepares liquor product unit and litre sales report by location on a monthly basis.
- Assists with the preparation of monthly financial reports

5. Provides support for other positions in the NWT Liquor Commission's finance section to ensure continuity of operations, and inter-positional awareness through cross training.

Main Activities:

- Maintains up-to-date financial source document filing systems.
- Maintains up-to-date financial report filing systems.
- Coordinates the storage of financial files and records in accordance with the GNWT's record management classification systems.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience or training in computers and software, including word processing, spreadsheets, electronic mail and accounting and database software.
- Ability to pay close attention to details to ensure invoices are coded and calculated accurately.
- Excellent organizational skills and the ability to prioritize tasks and to work independently.
- The ability to communicate clearly and effectively in order to establish good rapport (relaxed and trusting environment) in order to gain support of internal and external clients.
- The ability to work under stressful conditions during periods of extraordinary workloads and to meet critical deadlines.
- The incumbent shall possess time management skills required to meet deadlines along with the capability of working independently to meet varied job functions.
- An ability to take independent action when necessary and in appropriate circumstances.
- Adaptability - alters normal procedures or ways of working to fit a specific situation to get the job done and/or to meet NWT Liquor Commission objectives.
- Active listening - Ability to demonstrate objective and active listening. This includes an ability to behave in a helpful and responsive manner and an ability to seek out the facts and pertinent information before drawing conclusions.
- Teamwork and cooperation - Ability to participate willingly and support team decisions. This includes doing share of work and sharing all relevant information.

Typically, the above qualifications would be attained by:

The required knowledge, skills and ability is typically acquired through completion of a business administration certificate or diploma with a financial emphasis and or completion of first year of recognized accounting program and one year experience with computerized integrated financial accounting programs.

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

Physical demands on the incumbent are consistent with the typical GNWT office environment.

Environmental Conditions

Environmental conditions are consistent with the typical GNWT office environment.

Sensory Demands

Sensory demands on the incumbent are consistent with the typical GNWT office environment.

Mental Demands

Normal office environment, no unusual mental or emotional fatigue associated with this position.

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