



IDENTIFICATION

Department	Position Title	
Finance	Accounting Officer	
Position Number	Community	Division/Region
15-0299	Hay River	Liquor Commission/HQ

PURPOSE OF THE POSITION

The position monitors, verifies and reconciles the entry of all transactions, balances of financial accounts and ledgers for the Liquor Revolving Fund to ensure that they are complete, accurate and performed in accordance with Generally Accepted Accounting Principles, the Government of the Northwest Territories Financial Administration Manual and the Department of Finance's policies and procedures. Routine and systematic verification and reconciliation accounting procedures are an important part of an internal financial control system designed to safeguard assets, avoid losses and deliver accurate and timely financial reporting.

SCOPE

The position is located in Hay River and reports to the Manager, Finance and Administration. The incumbent works in cooperation with other finance, purchasing, and secretarial staff as well as private sector retail store management, suppliers and vendors. The position impacts the integrity of the internal control processes, and influences the integrity and timeliness of the financial reports, for the NWT Liquor Commission, with approximately \$40 million of liquor product sales annually. The incumbent ensures that the financial transactions, accounts and financial ledgers of the NWT Liquor Commission are accurate, and processed in a timely manner. The incumbent ensures that financial reports are accurate and produced on schedule. Verification and reconciliation processes are performed on a routine periodic basis to ensure the integrity of the financial systems and reports.

Inaccurate and untimely document and report processing would negatively impact the quality of management decisions, and the performance of the NWT Liquor Commission and public reporting requirements.

RESPONSIBILITIES

1. Performs verification, and reconciliation procedures on financial ledgers and accounts in accordance with Generally Accepted Accounting Principles (GAAP), the *Financial Administration Act* (FAA), Financial Administration Manual (FAM), and relevant legislation and regulations to ensure the accuracy of the financial systems and accounts of the organization

Main Activities:

- Performs monthly asset and liability account reconciliations, including the bank reconciliation and sub-ledgers, and prepares journal entries required as a result of the reconciliation process.
- Monitors and verifies sales reports from retail liquor stores and warehouses, ensuring that they are accurate and received on a regular and timely basis.
- Prepares accounting entries for general ledger.
- Monitors and audits retail liquor store and warehouse sales and inventory reports to ensure that they are accurate, complete and all entries are authorized.
- Reviews bi-weekly payroll data entry and control sheets and ensures the accuracy, completeness and timeliness of the reports and processes.
- Reviews and examines periodically the accounts payable invoices to ensure that procedures and controls are being followed.
- Verifies supplier statements of account with the accounts payable records.
- Maintains and verifies the integrity of the information in an asset management database.
- Participates in determining the proper accounting treatment of complex or unusual transactions.

2. Performs reporting function by preparing financial, statistical and special reports for internal and external parties on a routine and as required basis.

Main Activities:

- Prepares agency commission analysis reports and payment requisitions for approval by the appropriate signing authority.
- Prepares statistical reports as required by Statistics Canada, suppliers and other industry partners.
- Prepares a monthly report of deposits and environmental fees collected and payment requisition for approval by the appropriate signing authority.
- Performs a monthly analysis of inventory levels.
- Prepares the preliminary monthly financial reports.

3. Provides support for other positions in the finance and administration section to ensure continuity of operations, and inter-positional awareness through cross training

Main Activities:

- Works closely with the Manager, Finance and Administration to ensure accuracy and timeliness of financial documents.

- Assists with special projects, particularly software system upgrades and modification and provide necessary training as a result of the systems upgrades and/or modifications.
- Assists supervisor with budget preparation.
- Provides technical advise to other clerical staff.
- Assists Liquor Commission managers with interpretation of monthly reports.
- Provides relief services for accounting clerk.
- Assists the Administrative Secretary with the opening and recording of incoming mail as required from time to time.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles and experience in the application of accounting theories and principles in order to recognize when complex and varied financial transactions require further investigation to ensure compliance with GNWT financial legislation, regulations of polices or other federal or territorial legislation.
- Ability to interpret agreements and policies, such as Standing Offers, Purchase Orders, and Liquor Commission policies and procedures.
- Ability to understand complex accounting concepts and procedures, in order to complete work correctly, detect and correct problems, interpret financial reports and to understand the accounting issues necessary to deliver accurate and timely financial results and reports.
- Ability to pay attention to details to ensure invoices are coded and calculated accurately. Tactful verbal and written communication skills in order to effectively deal with vendors, department heads and other co-workers.
- Experience or training in computers and software, including word processing, spreadsheets, electronic mail and propriety accounting and database software.
- Self Confidence – Ability to take independent action when necessary and in appropriate circumstances.
- Flexibility – Alters normal procedures or ways of working to fit a specific situation to get the job done in order to meet Liquor Commission objectives.
- Initiative – Ability to recognize and act upon present opportunities or address present problems.
- Analytical Thinking – Ability to think analytically and relationally while solving problems.
- Listening, Understanding and Responding – 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.

- Client Service Orientation – Ability to seek information about the real, underlying needs of the client, beyond those expressed initially, and matches these to available services.
- Organizational and time management skills in order to prioritize work and meet deadlines.

Typically, the above qualifications would be attained by:

The required knowledge, skills and ability is typically acquired through the completion of the 2nd level of a recognized accounting program and 3 years of directly related experience.

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 job

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