

**1. IDENTIFICATION**

<b>Position No.</b> 14-13511	<b>Job Title</b> Accounting Officer	<b>Supervisor's Position</b> Senior Accounting Officer 14-10036
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<b>Department</b> Community and Government Services	<b>Division/Region</b> Financial Services	<b>Community</b> Iqaluit	<b>Location</b> Iqaluit
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<b>Free Balance Coding:</b>	14035/01/1/235/1400000/01/1000
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**2. PURPOSE**

<b>Main reason why the position exists, within what context and what the overall end result is.</b>
Reporting to the Senior Accounting Officer, the incumbent is responsible for providing accounting support services; maintaining and monitoring obligations and commitment related to the budgets to ensure financial responsibilities are met; while making certain established policies, procedures, & guidelines as outlined in: Finance Administration Act, Collective Agreement, other GN Acts, and applicable articles of the Nunavut Land Claims Agreement are abided by.

### 3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

This position is responsible for the accounting of, and administration of CGS, and other delegated GN Departments and Crown Corporations and Agencies, including maintenance the general ledger accounts in Operations and Maintenance (\$140,000,000 annually) and Capital (\$40,000,000 annually) ensuring expenditures are accurately reflected in the appropriate general ledger accounts. Documents processed incorrectly do affect reliability, accuracy, and integrity of financial data, resulting in inaccurate financial reports for the Department, client Departments, and Crowns and Agencies, non-payment to suppliers, over expenditure of sections, and failure to collect monies due to the government, errors in public accounts. Responsible for third party funded agreements and initiatives (amongst other programs \$75,000,000 for New Deal for Cities over the next five years) for proper accounting handling, and reporting (variances) to third party agencies. Support and direction to Regional Offices employees. Provides accounting and financial roles for the departmental managers including reporting, document preparation, and input of vouchers into Free Balance, receipting and coding and tracking of revenues, and accounts payable. The incumbent is responsible for accuracy, consistency and integrity of transactions for the whole Department. The Departmental responsibilities are very diversified, incumbents contribute to a high standard of transaction integrity; incumbent's must possess a comprehensive knowledge of accounting principles, technical understanding of construction project financial administration, work in progress, tangible assets, NNI Policy, Contracts, Procurement, Grants, Contributions, Municipalities Loans, Bad Debts, Equity Land leases amortization and others.

### 4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

**1) Maintaining and administering Headquarters' operations and maintenance, accounting and revenue operations and third party funding programs to ensure the financial responsibilities outlined in the Financial Administration Act, applicable policy and program guidelines are fulfilled**

**Activities:**

- Reviewing all Free Balance documentation and ensuring correct processing of financial transactions, including input of vouchers;
- Preparing/running monthly Free Balance reports;
- Identifying any discrepancies and taking necessary corrective action as required;
- Assist in completion of monthly variance reports, as required;
- Accounts Payable document preparation;
- Verification of monthly management reports to ensure accuracy;
- Maintaining, and reconciling petty cash fund monthly or as & when required;
- Preparing of purchase orders & local contract authorities as required in accordance with the purchasing policies guidelines, procedures, & Nunavummi Nangminiaqtunik Ikajuuti;
- Capital Projects Transactions for all of Government;
- Contractors Holdbacks and associated administration;
- Contract administration;

- Leases for both Residential and Commercial properties;
- Assisting in managing other day to day operations: duty travel, petty cash advances, standing advances;

**2) Responsible for transactions in revenues, receivables, and accounts payable general ledger accounts so as to ensure accuracy and integrity of all entries**

**Activities:**

- Analyzes revenue receipted prior to data entry in general ledger accounts, and prepares or consults with departmental / divisional staff to prepare and post required entries and / or adjusting journal entries to ensure appropriate revenue and receivable classification;
- Researches errors/problems emanating out of the general ledger analysis, and recommends corrective action, or implements new or improved methods to correct problems;
- Responsible for receiving, reviewing, and monitoring the processing of all requests for new accounts and changes to existing accounts;
- Prepares various analyses, schedules, confirmations as required by the Department in the annual preparation for year end;
- Reviews the General ledger on a monthly basis and recommends additions to the reconciliation requirements for any new accounts, reviews any recommended changes with divisional staff;
- Recommends changes to reconciliation procedures, and reviews any recommended changes with the department staff for approval and updates to procedures as required.

**3) Assists in the financial administration of the Department's third party funding agreements with the federal government**

**Activities:**

- Analyzes and monitors the finance terms and conditions, the invoicing and revenue, voucher preparation and processing, and compliance of billing clauses on approved third party agreements;
- Analyzes Vote 4 expenditures with Vote 5 revenues at the project level for all third party agreements, and monitors biweekly that the Vote 4/5 agreement budgets are in place and billings are being generated, as stipulated and required;
- Co-ordinates the appropriate recording mechanisms, and provides analyses and assistance to the department staff to ensure Vote 4/5's balance and are properly recorded in the Public accounts for year end reconciliation;
- Assists in preparation of required third party reporting (variance).

**4) Contributing to the effective administration, operation and positive public image of the Department**

**Activities:**

- Making travel arrangements and preparing charter requests forms when required;
- Acting as recording secretary and /or contracts clerk at tender openings when required;
- Maintaining and controlling an inventory of accountable forms for Headquarters;
- Assisting various program staff with special projects, ongoing;
- Participating fully in the functional reporting relationship with appropriate Headquarters personnel.

**5. KNOWLEDGE, SKILLS AND ABILITIES**

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

- Grade 12 Diploma.
- Capacity to work with a high degree of independence is essential;
- Knowledge of financial planning and budgetary development procedures;
- Ability to use a computerized systems such as: a computerized accounting system, word processing programs, financial spreadsheets, data bases;
- Working knowledge of Accounting principles and practices with two to three years financial administration experience in a computerized accounting environment, or an equivalent combination of education, training and work experience;
- Ability to communicate orally and in written communication to enable the incumbent to understand and apply applicable accounting principles and practices, to process financial transactions, and to explain account transactions to customers and staff, ability to speak Inuktitut would be an asset;
- Strong office administration, organizational , and the demonstrated ability to work effectively in a cross cultural environment is required;
- Ability to understand and interpret Government Financial policies, procedures, directives, and legislated Acts is essential;
- Provides functional guidance to Department personnel regarding purchase orders, LCA's per NNI and GN guidelines, policies, & requirements.

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

No unusual conditions, works in a normal office environment; however, much time is spent in a sitting position with frequent opportunity to move about.

### Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Incumbent works in a normal office work environment. Travel may be required occasionally to any one of the communities where inclement weather may negatively impact airline schedules and where accommodations available in remote communities lack 'hotel type' amenities.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

The incumbent spends considerable time at a VDT, which can cause eye strain and other physical discomforts. The incumbent spends a lot of time reviewing various financial documents, requiring exceptional attention to detail. No unusual demands that are not part of the normal financial work and general office environment.

**Mental Demands**

**Indicate conditions that may lead to mental or emotional fatigue.**

Many people rely on the individual for accurate and consistent financial information. The incumbent is often faced with short deadlines and large volume of work. A well organized work routine is essential for this position.

**7. CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organisational structure.</p>	

**8. ORGANIZATION CHART**

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**