

Located in Yellowknife and reporting to the Senior Financial Systems and Operations Analyst, this position, which works as part of a three person team, provides services to all staff of the WSCC in both the Northwest Territories and Nunavut by ensuring WSCC expenditures are properly authorized, coded and processed along with ensuring all accounts payable documents are duly audited and compliant with policies and regulations.

The WSCC's main financial system is GP with an in-house claims management and revenue system called CAAPS and a medical invoice processing system called RL. CAAPS integrates financial transactions into the Great Plains payment and reporting system and RL integrates financial transactions into the Great Plains system which then in turn integrates these transactions into CAAPS. The incumbent is required to work with these systems including completing entry in all systems and completing integration of the systems ensuring any system issues are documented in the Information Services/Information Technologies (IS/IT) Ticketing system and forwarded to the Financial Systems and Operations Analyst.

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 the Financial Services Division.

This position exercises payment authority of up to \$50,000. The Finance division process in excess of 25,000 medical invoices with a dollar value of \$10 million, compensation payments valued at \$26 million and general operating invoices totalling \$21 million annually.

The WSCC relies heavily on this position for meticulous scrutiny of documents submitted for processing and payment, as well as accurate reconciliations to support the production of the corporate financial statements.

This position interacts regularly with external vendors and suppliers.

RESPONSIBILITIES

1. Co-ordinates the processing of all Accounts Payable including CAAPS, Claimants, ReQlogic, G&A, VISA, petty cash and employee travel from request to payment ensuring accuracy and adherence to business processes and WSCC policies and financial regulations.

- Manages the medical claims invoice process ensuring that invoices are assigned to Claim Owner (CO) within the agreed service standards.
- Follows up on invoices not returned within agreed upon service standards.
- Monitors the Finance Group eMail and delegates work as appropriate.
- Sign Payment Authority for documents recommended by Senior Accounting Clerk which are over their limit.
- Provides guidance, training and support to the Accounts Payable Team regarding vendor and employee inquiries
- Maintain confidentiality and security of vendor and employee personal information.

- Provides advice and guidance to claims staff on coding and corrections to claims transactions.
- Provides direction to Claims staff on the financial procedures on processing of medical invoices.
- Approves and reconciles daily batches of journal vouchers created during the integration of claimant compensation payments to GP from CAAPS and the medical invoices from ReQlogic.
- Recommends improvements to business processes based on a continuous excellence philosophy.
- Determines discrepancies between claims software and accounting software.
- Ensures that all invoices are processed in accordance with WSCC policies, legislation and procedures.
- Routinely audit the processed payments documents to ensure proper coding, contract referenced, and proper approval has been provided.
- Investigates any invoice discrepancies with outside vendors
- Provides direction to WSCC managers and staff to ensure compliance of financial and purchasing policies and procedures
- Produces journal vouchers in WSCC accounting system
- Receives and reviews discrepancies and trends as identified by the Senior Accounting Clerks
- Manages the regular processing of Lease and Rental Payments
- Journalizes paid invoices in CAAPS (error corrections from Claims)
- Process adjusting journal entries and General Ledger (GL) Transfers as necessary
- Monitor Outstanding Travel Advances and ensure advances are cleared according to WSCC policies.
- Ensure that Duty Travel Rates are updated as required.
- Review and authorize VISA statements for coding accuracy and spending authorities.

2. Verifies daily routines including integration, postings, daily bank transfers, cheque production and account reconciliations.

- Performs actual Electronic Funds Transfer (EFT) transactions through the Bank Site online.
- Review all AP batches in GP prior to posting.
- Review all CAAPS batches prior to authorizing.
- Manage the Batch recovery process.
- Review Day Sheets and sign off.
- Manages the processes for returned cheques and stop payments for both cheques and EFTs.
- Ensures designated balance sheet accounts and the Accounts Payable sub-ledger are balanced and reconciled monthly.
- Reconciles the Imprest Bank account to the General Ledger monthly.
- Audits and reconciles Yellowknife office petty cash.
- Audits and reimburses two petty cash accounts within the organization and assists the custodians in preparing proper documentation

3. Provides Computer Software System Support to the Division.

- Ensures that all identified system issues are documented within the WSCC IS/IT Ticketing System
- Works with IS/IT and our Computer System Consultants to help define the issue in detail, work through the details with the Consultants as work progresses through to a solution and test any fix implemented.
- Acts as support for the Senior Financial Systems and Operations Analyst, by working as a Back-up Subject Matter Expert as System problems and enhancements are explored, defined, solution suggested, tested and implemented.

4. Provides financial oversight to several Claims processes

- Manages the process for Held Pensions.
- Transfers and audits claims from In house Doctors, ensuring they are processed according to policy.
- Manages the advances given to Claimants and ensures recovery is initiated in a reasonable time frame.
- Manages the documentation for the delegation of CAAPS Spending Authority.
- Ensure that the CAAPS holidays are updated within CAAPS regularly
- Investigates and provides corrections for all accounting abnormalities including journal adjustments in CAAPS

5. Supervises staff, including casuals as required.

- Oversees the orientation of employees to the workplace including processes and procedures and the WSCC GP, CAAPS and ReQlogic computer systems.
- Conducts annual performance assessment reviews for direct reports.
- Co-ordinates the training/learning and development plans.
- Works with the Senior Financial Systems and Operations Analyst and staff to set and monitor work objectives and goals.
- Coaches and motivates staff to continually maximize team performance with a continuous improvement philosophy.
- Distributes duties and responsibilities to ensure the workplace runs efficiently and effectively.
- Accountable for the timely processing of all financial transactions of all WSCC Divisions consistent with client division service level agreements.
- Works with the Senior Financial Systems and Operations Analyst and Human Resources on discipline issues
- Monitors and approves staff leave and attendance
- Participates with Human Resources with recruitment of new staff when required
- Identifies training opportunities for direct reports

6. Assists with reporting, planning and overall divisional support

- Assists the Senior Financial Systems and Operations Analyst and the Corporate Comptroller in providing schedules and reconciliations as required by the annual financial audit by the OAG.
- Performs special projects and complex analysis as assigned

- Works on cross divisional projects with other WSCC staff as required.
- Other duties may be assigned, as required.

WORKING CONDITIONS

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.

Environmental Conditions

No unusual conditions

Sensory Demands

During peak periods long hours of posting and sitting in front of a video display terminal are required. Meticulous attention to detail is required.

Mental Demands

This position works to strict deadlines and is routinely involved in several detailed tasks simultaneously. Consequently, imposed unexpected demands from other departments and external vendors frequently cause high levels of stress and mental fatigue. When the incumbent questions work received from others, discussion can be sensitive and mentally stressful.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounts payable function and general accepted accounting practices.
- Knowledge of accounting practices through International Financial Reporting Standards
- Ability to supervise technical work in a large-volume environment
- Demonstrated proficiency with computer systems, including financial accounting programs, Word and Excel.
- Ability to perform detailed financial analysis with good attention to detail.
- Demonstrated experience of office procedures and financial transaction processing procedures in a high volume computerized environment
- Ability to communicate effectively both orally and in writing with colleagues and clients.
- Ability to organize time effectively.
- Possess 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 departments and external stakeholders
- Ability to mentor and coach staff
- Ability to read, understand, interpret and apply legislation, policies, procedures, contracts and agreements (including collective agreements) to ensure compliance.
- Ability to work within a team.
- Experience supervising staff

Typically, the above qualifications would be attained by:

Successful completion of a relevant undergraduate degree preferably, majoring in accounting, and completion of four competencies of the Canadian CPA Professional Education Program.

With;

1. Four (4) years of accounting experience, directly related to full cycle financial transaction processing and;
2. Two (2) years supervisory experience directly related to full cycle financial transaction processing

Equivalencies will be considered on a case to case basis.

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

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

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Supervisor, Accounts Payable

Position Number: 97-0038

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p>	<p>_____ Date</p>
<p>_____ President & CEO</p>	<p>_____ Date</p>
<p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p>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.</p>	

Reviewed by Human Resources: _____