WSCC Careers

Supervisor, Accounts Payable N 19/14 NT

Are you looking for an exciting opportunity? Do you enjoy working with great people? WSCC has an opening for a Supervisor, Accounts Payable, in our Financial Services division.

The Supervisor, Accounts Payable is responsible for the supervision and leadership of the financial accounts payable transaction processing team utilizing a complex integration process between the WSCC Great Plains Accounting System, the in-house claims management and revenue system called Compensation, Assessment, and Accident Prevention System (CAAPS) and the medical invoicing system called ReQlogic. The incumbent is primarily responsible for the co-ordination of all Accounts Payable documents including CAAPS, Claimants, G&A, VISA, Petty Cash and employee travel from request to payment ensuring compliance with all relevant WSCC policies and procedures, and operates within all applicable legislation, regulations and policies. This position is also responsible for managing regular general ledger account reconciliations for a number of balance sheet accounts.

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.

We require 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

We consider equivalent combinations of education and experience on a case-by-case basis.

The salary for this position ranges from \$44.75 to \$53.44 per hour (\$87,262.50 to \$104,208 per year), plus a Northern Allowance of \$1.77 per hour (\$3,450 per year).

A satisfactory criminal records check is required for this position.

Closing Date: February 22, 2019 @ 5 PM (MST)

If this sounds like a good fit for you, please forward your resume quoting competition to: **Email**: <u>careers@wscc.nt.ca</u>

You must clearly identify your eligibility to receive priority consideration under the Affirmative Action Policy.

The WSCC is an inclusive workplace. If you have a disability and require support or accommodation during the hiring process, we encourage you to identify your needs when we contact you for an interview.

We may use this competition to fill similar vacancies that become available over the next six months.

The ability to_communicate in an official language of the Northwest Territories, in addition to English, is an asset.

