

**IDENTIFICATION**

Department	Position Title	
Workers' Safety and Compensation Commission	Senior Accounting Clerk	
Position Number(s)	Community(s)	Division/Region(s)
97-7187, 97-7180, 97-9950	Yellowknife	Performance and Corporate Services

**PURPOSE OF THE POSITION**

The Senior Accounting Clerk is responsible for the daily processing of financial information through a complex integration process between the WSCC Great Plains Accounting System (GP) and the in-house claims management and revenue system called Compensation, Assessment, and Accident Prevention System (CAAPS), medical invoicing system ReQlogic and new improved software needs as they arise.

The incumbent is primarily responsible for full cycle accounts payable; entering, reviewing, verifying, processing financial documents, general ledger transactions, travel expense claims, reconciling, processing payments for the WSCC corporate credit cards all in accordance with relevant WSCC policies and procedures, and operates within all applicable legislation, regulations and policies.

**SCOPE**

The Workers' Safety and Compensation Commission (WSCC) is a Crown Corporation of the Governments of the Northwest Territories and Nunavut that is directed by a Governance Council through the President & CEO. The WSCC operates with five divisions under a team of senior managers. The WSCC headquarters operations are located in Yellowknife and regional operations in Iqaluit and Inuvik.

The WSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The system is funded through the collection of assessments from employers and is governed by the *Workers' Compensation Acts* of the Northwest Territories and Nunavut.

The WSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

Located in Yellowknife and reporting to the Manager, Financial Operations, this position, which works as part of a 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 reconciled to all accounts payable accounts and documents.

The WSCC's main financial system is GP with an in-house claims management and revenue system called CAAPS and medical invoicing system called ReQlogic. CAAPS and ReQlogic integrate financial transactions into the Great Plains payment and reporting system. The incumbent is required to work with these systems including completing entry in both systems and completing integration of the systems.

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 unit of the Financial Services.

The Finance unit processes in excess of 25,000 medical invoices with a dollar value of \$11million and compensation payments valued at \$33 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 also provides backup for Finance Officer and provides support for Accounts Receivable when required.

This position interacts daily with external vendors and internal stakeholders.

## **RESPONSIBILITIES**

### **1. Responsible for full-cycle accounts payable processing not limited to claims, pensions, medical vendor invoices, general and administration invoices, travel authorization, expense claims and corporate visa cards, ensuring accuracy and adherence to business processes and WSCC policies and financial regulations.**

- Reviews all accounts payable invoices and compare against requisitions, contracts, purchase orders, data enters and submits invoices for spending approval and appropriate payment authority.
- Contacts or follows-up with the vendors to clarify inquiries on invoice discrepancies, status of payments via fax, phone or email.
- Review, verify and reconciles batches of journal vouchers created during the integration to GP and communicates with Case Officer/Manager/Supervisor regarding discrepancies, or deficiencies in authorization and compliance.
- Maintains an electronic filing system for approved invoices, requisition, purchase orders, cheques/EFT and backup documents
- Reconciles vendor statements, investigates and resolve invoice discrepancies and vendor payment inquiries
- Reviews and correct integration logs and report errors to Manager/Supervisor
- Determine and resolve discrepancies between systems (claims/ReQlogic and accounting

software etc.).

- Provides guidance to WSCC managers and staff to ensure compliance of financial procedures, procurement policies and procedure
- Conduct peer review of all payables/Journal Vouchers batches and prior to posting and payment approval.

## **2. Payment processing and manual cheque processing.**

- Performs payment processing for all accounts payable by reviewing and preparing batches for posting and payment
- Prepares and posts EFT and Cheques payment batches
- Prepares batch reconciliation sheet and ensure that all document totals balance.
- Prints cheques and generates EFT file for bank upload
- Forward cheques to the mailroom for mail-out and emails remittance forms for EFT payments.
- Maintain log of all cheque and EFT payments
- Process manual cheques and integrate to systems (GP, CAAPs, RecLogic, etc.)
- Review GP cheque book and document any discrepancies such as cheque number sequence.

## **3. Reviews and records corporate credit card transactions.**

- Sets-up and maintains vendor accounts in GP for each visa cardholder to ensure accurate download.
- Processes a monthly download of WSCC credit card transactions from the corporate card website for approximately 60 individual user cards into an excel spreadsheet, to prepare for automatic posting.
- Reviews and verifies that cardholders have entered proper coding and comments into credit card website
- Ensures that all travel charges on credit cards are verified with corresponding travel authorization forms.
- Verifies that all receipts are present with the credit card statement and that travel authorizations match charges on the card
- Downloads a spreadsheet listing credit card transactions from the US Bank website and performs data integration to GP
- Communicates regularly with managers and spending authorities regarding any errors or discrepancies on credit card reports and provides direction for corrections
- Posts and reconcile credit card batches to the Accounts Payable sub ledger and verify transactions have successfully integrated to CAAPS.

## **4. Process Travel Authorizations (TA) and Travel Expense Claims (TEC)**

- Reviews all incoming TAs and TECs and verifies compliance to the WSCC duty travel policy and procedures with spending authorities and travelers.
- Reconciles monthly travel advance account and follows up on outstanding advances and discrepancies
- Ensures coding is accurate and spending approval is correct
- Corresponds with traveler's supervisors for corrections required or any other information needed
- Ensures that there are no outstanding advances to be deducted

- Enters journal voucher into GP batch for payment
- Maintains file and documentation of paid TAs and TECs for future audit

**5. Maintains an updated record of spending authorities for General & Admin, CAAPS, and ReQlogic, Acting Employees and Vendor Maintenance.**

- Maintain the spending authority records for G&A, CAAPS, and ReQlogic Records the Request for Responsibility Allowance and Authorities into CAAPS and maintain an electronic filing system for the forms
- Enters banking information for injured workers and their dependent's in Great Plains ensuring accuracy and confidentiality.
- Investigates new vendor information confirming existence as appropriate
- Verifies and enters new vendor information and sets up Electronic Funds Transfer (EFT) information in Great Plains.

**6. Assists with reporting, planning and overall divisional support.**

- Performs special projects and analysis as assigned by the Manager, Financial Operations. These can be complex in nature and accuracy is imperative to ensure timely and appropriate business decisions for management.
- Process cancel RFP or claims journal requests and other journal entries in GP as assigned by the Manager/supervisor.
- Provides support and back-up to the Accounts Receivables team when required
- Works on cross divisional projects with other WSCC staff as required.
- Assists in compiling the requested financial documentation or files for review or audit by internal and external auditors
- Prepare accounts payable and general chart of accounts reconciliations and Journal vouchers as required by the Manager, Financial Operation.
- Recommends improvements to business processes based on a continuous excellence philosophy.
- Monitors discrepancies and trends and report findings to the Manager, Financial Operations
- 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.**

- Demonstrated experience with accounts payable function and generally accounting practices.
- Demonstrated knowledge of computer systems, including financial accounting programs, Word and Excel.
- Ability to perform detailed financial analysis with good attention to detail.
- Demonstrated experience with office procedures.
- Effective verbal and written communications skills.
- Ability to organize time effectively.
- Demonstrated ability to work in a fast-paced environment with strict time lines
- Possess interpersonal skills that would lend to active participation in team building strategies.
- Strong communication skills, written and verbal
- Excellent customer service skills to ensure prompt and efficient service to all internal departments and external stakeholders
- Ability to interpret and apply legislation, policies, procedures, contracts and agreements (including collective agreements) to ensure compliance.
- Ability to work within a cross cultural and functional team environment.

## **Typically, the above qualifications would be attained by:**

A two-year Diploma in Accounting/Business Administration and three years of directly related experience in accounting.

## **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