

# IDENTIFICATION

|  |  |
| --- | --- |
| **Department** | **Position Title** |
| Workers’ Safety and Compensation Commission | Divisional Support Coordinator, Financial Services  |
| **Position Number(s)** | **Community** | **Division/Region(s)** |
| 97-9915 | Yellowknife | Financial Services  |

**PURPOSE OF THE POSITION**

This position provides administrative support for the Vice President and the Financial Services Division by completing office administrative functions in a timely, efficient, and professional manner which is in keeping with established WSCC policies and procedures to ensure that clients of the Financial Services Division receive prompt and accurate information and service.

This position is also responsible for providing back up support for the Accounting Clerk in ensuring all cash, cheque, electronic and credit card payments received by the Workers’ Safety and Compensation Commission (WSCC) are processed accurately and timely. The incumbent also ensures payments are made in accordance with WSCC policies and procedures, the *Workers’ Compensation Act*, and the *Financial Administration Act*.

# 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. WSCC operations are located in Yellowknife and Iqaluit.

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.

Reporting to the Vice President, Financial Services/CFO, this position is located in Yellowknife and also provides administrative support for the Finance Leadership Team. The incumbent is responsible for coordinating meetings for the Vice President, maintaining bring-forward items to ensure they are dealt with in a timely manner, providing minute taking, formatting briefing notes, Audit Committee, Governance Council papers for Financial Services and other standard documents, and coordinating the management of the division records with the Finance Leadership team.

The position has a spending authority of up to $5,000

# RESPONSIBILITIES

## Provides administrative support to Financial Services.

* + Prepares correspondence, reports, and documents for the Finance Services Leadership Team.
	+ Assists in preparing presentations and other projects through research, writing, etc., using presentation and spreadsheet software, and the Internet and Intranet.
	+ Forwards tasks to the Finance Leadership Team and monitors progress and deadlines on the VP’s behalf.
	+ Schedules meetings, including video/teleconferences, prepares agendas, and records minutes as required. Provides updated files and materials related to these meetings.
	+ Monitors and maintains Financial Services leave schedule, training request log, and safety meeting attendance reporting.
	+ Tracks and Files Financial Services attendance registers
	+ Coordination of Jurisdictional Scans.
	+ Makes travel arrangements and monitors Travel Authorization requests and credits for

Financial Services employees

* + Proofreading and formatting of communications to staff and vendors.
	+ Supports the maintenance of Financial Services records in accordance with GNWT Administrative Records Classification System (ARCS) and the WSCC Operational Records Classification System (ORCS).
	+ Follows safe work practices and ensures the integrity of the WSCC’s Internal Responsibility System.

## Provides support to ensure the effectiveness and efficiency of the day-today office administration of Financial Services Division.

* + Manage the timely sequential distribution of documents for Finance Briefing Notes (BN’s), Audit Committee, Governance Council documents and the Office of the Auditor General (OAG).
	+ Assist in researching and sourcing out relevant documents and resources as requested.
	+ Support in the coordination of long service and appreciation events
	+ Assists the unit in file management - files personnel document, maintains manuals, records keeping using ARCS/ORCS filing system for classifying, retrieving and disposing of materials, records and other documents
	+ Lead in coordinating and scheduling meetings with OAG/WSCC’s staff in planning the external audit during the audit period Sept to April each year.
	+ Scheduling meeting with external stakeholders and coordinating timelines for audit committee/Governance Council meetings
1. **Provides operational support to the Chief Governance Officer/Senior Advisor by:**
	* Coordinates logistics for Audit Committee meetings
	* Attends Governance Council Audit Committee meetings to record detailed minutes, highlight decision and action items and resolutions.
	* Coordinate action items to the Finance Leadership team
	* Coordinating Financial Services papers due to the audit committee and governance council.
2. **Responsible for all payments received by mail or electronically (Back up support to the Accounting Clerk)**
* Downloads payments made by employers through online banking.
* Audits for accuracy and integrates these into the GP financial system.
* Audits the authenticity of each payment and then posts these to the individual employer account.
* Records cheques received are included in the deposit into GP and posts the transactions.
* Ensures the non-employer cheques are accurate and scans them for deposit into the RBC deposit software as necessary. Audits all deposits and payments received from the Iqaluit office.
* Establishes and maintains post-dated cheques file for both offices.
* Responsible for all cash payments received within the WSCC from external and internal stakeholders.
* Ensures any cash or cheques received is securely stored until deposited.
* Physically take any deposit for cash or cheques that would not scan to bank as required.
1. **Accountable for all manual and e-connect credit card payments (Back up support to the Accounting Clerk)**
* Processes one-time payments on e-connect for employers
* Ensure payments are integrated into a GP batch.
* Reconcile batch to the EZ-Pay reconciliation report.
* Ensures payments are applied to the corresponding revenue invoice.
* Pre-authorized Credit Card Payments, e-connect
* Processes payments received overnight and ensure inclusion in the batch in GP of pre-authorized credit card payments from e-connect.
* Reconciles batch to the report from e-connect of all pre-authorized credit cards payments and any discrepancies reported to the Manager, Financial Operations
* Reviews any declined cards and any expired cards, notifies the cardholder and attains new updated information.
* Reconciles both the EZ-pay batch and the Pre-authorized Credit Card Payments batch to the Moneris (credit card service provider) deposit and any discrepancies reported to the Manager, Financial Operations.
* Processes non-e-connect payments received via POS terminals.
* Manually enters these payments into a GP Accounts Receivable sub-ledger batch and applies each payment accordingly. Posts the batch once verified.
* Ensures points of sale machines in both offices are reconciled daily.
1. **Other related duties**
	* Works on special projects as assigned by the Financial Leadership Team
	* Assists Financial Services in coordinating events
	* Cross training and backup for the Accounting Clerk position to provide back up as needed
	* Cross training and backup for maintaining and monitoring an inventory of office supplies and ordering office supplies as identified and authorized by the appropriate spending authority.
	* Uploads documents onto the WSCC Intranet as assigned by the Managers within Financial Services

# WORKING CONDITIONS

## Physical Demands

Some lifting and carrying of boxes required.

## Environmental Conditions

As typically associated with an office environment

## Sensory Demands

As typically associated with an office environment

## Mental Demands

Occasionally encounters stakeholders exhibiting frustration and whose behavior may not always be respectful.

# KNOWLEDGE, SKILLS AND ABILITIES

* Strong administrative skills.
* Knowledge of accounts receivable functions and general accepted accounting principles.
* Organizational, interpersonal, communication (verbal and written), and analytical skills.
* Ability to interpret and apply legislation, policies, procedures, contracts and agreements to ensure compliance.
* Ability to maintain a strict level of confidentiality.
* Computer skills (including proficiency in Word, Excel, SharePoint and presentation software)
* Ability to work with minimal supervision.
* Ability to prioritize tasks, maintain professionalism during stressful situations, meet short deadlines, and manage a fluctuating workload.
* Ability to work in an accounting environment
* Working knowledge of GNWT Administrative Records Classification System (ARCS) and the WSCC Operational Records Classification System (ORCS)
* Customer service skills to ensure prompt and efficient service to all internal and external departments.
* Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A Business Administration diploma and a minimum of 3 years of administrative experience in a multi-disciplinary environment.

Equivalent combinations of education and experience will be considered.

# 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

**Indigenous language:** To choose a language, click here.

* Required
* Preferred

**CERTIFICATION**

**Title**: Divisional Support Coordinator, Financial Services

**Position Number(s):**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date*I certify that I have read and understand the responsibilities assigned to this position.* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date*I certify that this job description is an accurate description of the responsibilities assigned to the position.* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Senior Manager Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_President & CEO Date*I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.* |

**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.**

Reviewed by HR: \_\_\_\_\_\_\_