

Senior Accounting Clerk

N23/23 NT

The Workers' Safety and Compensation Commission's (WSCC) vision is to eliminate workplace diseases and injuries. Our mission is to promote workplace health and safety while providing no fault insurance to employers and care for injured workers. Our values are respect, engagement, integrity, openness, cultural safety, excellence and stewardship in the workplace.

The Senior Accounting Clerk is located in Yellowknife, NT and reports to the Manager, Financial Operations.

As the Senior Accounting Clerk, your main responsibilities will be:

- Full-cycle accounts payable processing,
- Payment processing and manual cheque processing,
- Review and record corporate credit card transactions.
- Process Travel Authorizations (TA) and Travel Expense Claims (TEC)
- Maintain an updated record of spending authorities; and
- Assist with reporting, planning and overall divisional support.

As the successful candidate you will have graduated from a two-year Diploma program in Accounting / Business Administration and have three (3) years of directly related experience in accounting. We consider equivalent combinations of education and experience, on a case-by-case basis.

The successful candidate can look forward to:

- A salary ranging from \$38.05 to \$45.05 hourly (approx. \$74,198 to \$87,848 per year)
- A Northern Living Allowance of \$3,700 per year
- Full relocation assistance from your home to Yellowknife arranged by the WSCC
- A generous benefits package and enrollment in the defined Public Service Pension Plan
- Learning and development programs and funding dedicated to your career growth
- A workplace culture that promotes and supports a healthy work-life balance
- A diverse workforce that embraces change and welcomes your lived experience

A satisfactory criminal records check is required for this position.

Closing Date: June 8, 2023 @ 11:59 PM MST

If this sounds like a good fit for you, please forward your resume quoting competition to:

Email: careers@wscc.nt.ca

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 or Nunavut, in addition to English, is an asset.

safety & care