



## **Accounting Clerk, Finance**

**Salary: Range 10, \$39.79 to \$47.53/hour**

**Status:** Casual, no guarantee of hours

**Competition #:** CA24-045

**Closing Date:** Open until suitable candidate found

The position provides accounts payable services that include processing all invoices, processing all travel claims, disbursing payments, maintaining ledgers, maintaining vendor files, confirming accuracy of coding and performing special analysis, as assigned by the Director of Finance. The position is a relief backup to the Payroll Officer and the Accounts Receivable Clerk position. The job is performed within guidelines established by GAAP, FAM, HRHSSA policies and procedures.

The Position reports to the Director of Finance and is located in the Finance Department. This position is responsible for preparing, verifying and processing financial documents; auditing and processing employee travel and the accounting entry and verification of financial transactions for accounts payable. The position is a relief to the Payroll Officer and the Accounts Receivable Clerk during their absence. The position is the primary contact person for both internal and external personnel, in regards to all aspects of accounts payable processes.

### **Qualifications:**

- Knowledge and experience with financial accounting systems software, spreadsheet and word processing applications sufficient to interpret financial reports and maintain accounting records. Experience with the Virtuo accounting system would be an asset
- Understanding of the Financial Administration Act, the Financial Administration Manual and other relevant GNWT Statutes, regulations, policies and procedures\
- Knowledge and practical application of MIS Standards [aka Guidelines] and general ledger chart of accounts
- Tactful verbal and written communication skills in order to effectively deal with vendors, department heads, and other co-workers
- Competency in computerized spreadsheet, Microsoft Word and Outlook
- Meticulous attention to detail, data entry, efficiency, and accuracy
- Good judgement, problem analysis, and problem solving skills
- Ability to organize and schedule work in order to set priorities and meet deadlines
- Experience in payroll process and procedures
- Ability to work independently with minimal supervision, and also work well in teams. Ability to cross train with others in the finance office to facilitate backup coverage and promote maximum mobility.
- Knowledge in bookkeeping, accounting skills, and medical terminology would be an asset

This level of knowledge, skills and abilities are normally obtained through the 1st level of a post-secondary accounting program and 3 years' experience in a computerized financial environment and at least 1 year of experience in a health environment would be an asset.



Hay River Health & Social Services Authority | Administration des services de  
santé et des services sociaux de Hay River  
37911 MacKenzie Highway | 37911, route MacKenzie  
Hay River, NT X0E 0R6

In addition to an attractive salary, we offer a Northern Allowance of \$2.73 per hour up to \$5,332 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at [www.hrhssa.org](http://www.hrhssa.org) under the 'Careers' section.

**How to apply:**

Applicants should send their resume via email to [hrhssa\\_competitions@gov.nt.ca](mailto:hrhssa_competitions@gov.nt.ca) or via Fax to (867) 874-8345