

**1. IDENTIFICATION**

Position No.	Job Title	Supervisor's Position	
03-05026	Reconciliation Officer	Manager, Financial Controls	
Department	Division/Region	Community	Location
Finance	Financial Reporting and Controls	Iqaluit	Iqaluit
Fin. Code:	03650 01 1 111 0300000 01 1000		

**2. PURPOSE**

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The incumbent reports to the Manager, Financial Controls, and is responsible for preparing monthly reconciliations for 15 Government of Nunavut bank accounts involving hundreds of thousands of transactions totalling in excess of \$750M per annum. The incumbent reconciles approximately 35 general ledger accounts monthly to ensure the accuracy and completeness of source financial transactions. Monthly, the incumbent reviews 35 bank reconciliations prepared by other Departments.</p> <p>The incumbent also reconciles payroll liability accounts in addition to providing professional accounting services to the Compensation and Benefits division - completing all the accounting functions required to ensure the effective and efficient functioning of a payroll system serving more than 3000 staff members with annual expenditures over \$300 million.</p>
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**3. SCOPE**

<p><b>Describe in what way the position contributes to and impacts on the organization.</b></p> <p>The incumbent reconciles 15 GN bank accounts and 35 general ledger accounts monthly. These accounts contain tens of millions of dollars in balances at any point in time and involve \$750M+ in transactions each year. In addition, the incumbent reviews 35 bank reconciliations and supporting documentation on a monthly basis submitted by various government departments. This is critical to year-end reporting to ensure cash balances are correctly represented for the Public Accounts.</p> <p>Since bank reconciliations may uncover differences that may need further investigating, these monthly reviews will help to safeguard cash by detecting errors on the part of the bank and/or the GN. Aiding to create stronger internal control, bank reconciliations ensure that account balances are accurate, and that they reflect the true financial position of the GN so governing bodies can make more informed decisions.</p> <p>The incumbent will work with financial staff from all government departments and agencies to ensure that appropriate information is collected on a timely basis.</p>
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#### 4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

1. Monthly, the incumbent prepares reconciliations for 15 GN bank accounts and, in a timely manner, clears reconciling items listed on each report. The incumbent is responsible for gathering and reviewing 35 monthly bank reconciliations prepared by other Government Departments to ensure completeness and correctness. To help detect and prevent fraud, on a daily bases, the incumbent reviews banking transactions for clearing differences and anomalous transactions.
2. On a monthly basis, the incumbent is responsible for preparing 35 general ledger clearing-account reconciliations. These reports may identify control or system issues with respect to accounting data processing. The incumbent is responsible for identifying these issues and facilitating their resolution.
3. The incumbent maintains administrator access to the GN web-based banking service through Royal Bank Financial Group. This access facilitates daily/monthly banking transaction review, and provides other users with necessary inquiry access to their accounts. The incumbent maintains a database of account users while coordinating the training and terms of use. The incumbent troubleshoots technical problems with web-based banking, and is the focal contact point with Client Services at the Royal Bank Financial Group.
4. The incumbent receives and verifies the bi-weekly payroll deposit file for accuracy and completeness with respects to data-import from payroll to the financial accounting system. Daily follow-up is required in the event of rejected deposits or other transaction errors. In addition, the incumbent makes daily electronic funds-transfers to Financial Aid for Nunavut Students (FANS).
5. The incumbent reviews and maintains a record of daily bank balances, and advises the GN Treasury Division of the surplus cash situation.
6. The incumbent generates remittances to a variety of organizations such as Canada Revenue Agency, Maintenance and Custody payments, payroll tax, rent, pension and health care payments. The incumbent also prepares and submits bi-weekly invoice requests to Crown Agencies for compensation & benefits expenditures.

**5. KNOWLEDGE, SKILLS AND ABILITIES**

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

- Technical Knowledge
  - Successful completion of several accounting courses including Financial Accounting I and II, Intermediate Accounting I and II, and Business Computer Applications – directly or indirectly attainable through a recognized accounting association such as CGA, CMA, etc...
  - A combination of 2 years experience with general ledger and bank reconciliations
  - Demonstrated experience with Microsoft Excel, Word, Outlook, Access, and Internet Explorer
  
- Contacts and Communications Skills
  - The ability to communicate with a wide variety of individuals in many government departments and agencies, in order to gather information to complete the tasks assigned.
  - The position requires excellent verbal and written communication skills to ensure that timely, appropriate action is taken with respect to the collection of information for accounting system reconciliation and control. The position requires excellent interpersonal skills to lead, influence, and achieve results while maintaining/respecting positive relations

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

Physical effects are experienced due to prolonged interaction with computer monitors in a sitting position. Eye strain, back discomfort and keyboard induced tensions are the most common.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Regular office-environment setting.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

Computers are used extensively and the long hours spent in front of a computer terminal that can cause fatigue and eye strain.

### Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

The incumbent is expected to work independently and to keep current on a broad base of knowledge

The incumbent is constantly under pressure to meet deadlines. Problem solving in a large Government setting can be difficult and stressful when working on tasks requiring completion within a short time frame.

Occasional overtime may be required for special projects throughout the year.

**7. CERTIFICATION**

Employee Signature	Manager, Financial Controls Supervisor Title
Printed Name	Supervisor Signature
Date	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**