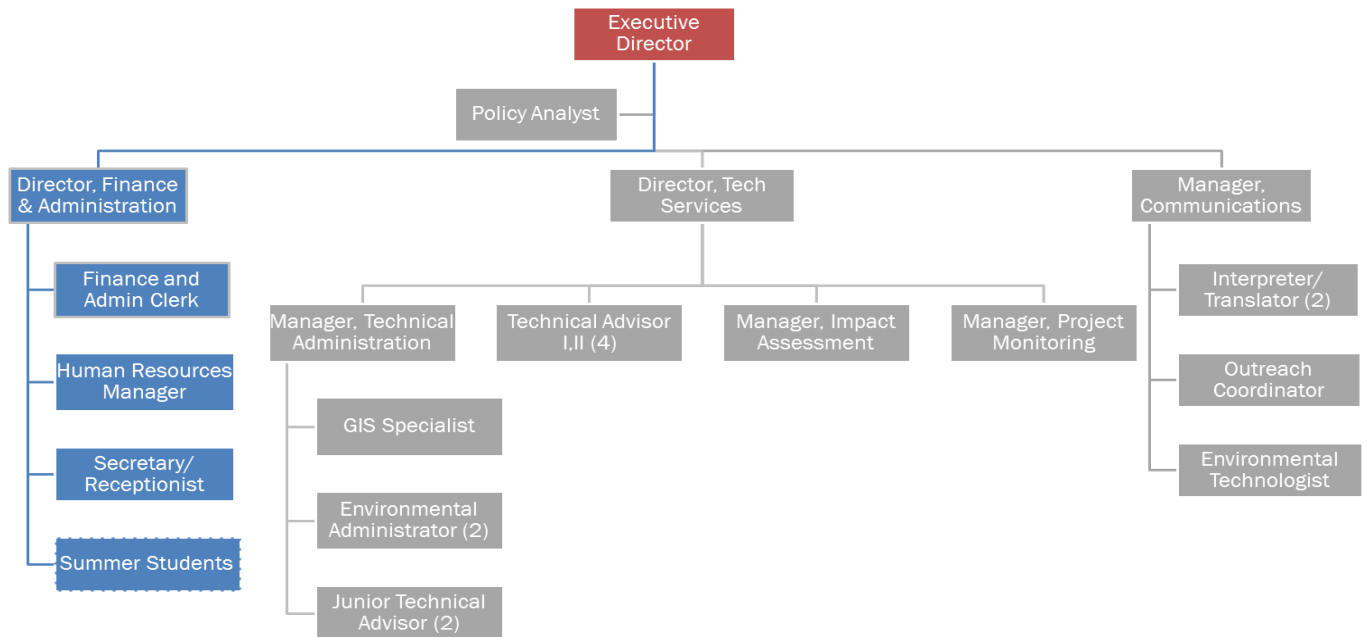


NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Finance and Administration Clerk	Date in Effect:	October 31, 2015
Department:	Finance and Administration	Reports To:	Director, Finance and Administration



II. Purpose of Position

The Finance and Administration Clerk provides day-to-day accounting, financial, human resources and general administration services to the Nunavut Impact Review Board (NIRB). This position provides key support to the Director, Finance and Administration in areas of records management, data entry, payroll and general accounting.

III. Essential Duties and Responsibilities

1. Accounting and Finance:

- Perform the general accounting function, accounts payable, accounts receivable, pre-audit and file search for accounting
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in the General Ledger
- Calculate, prepare and issue documents related to accounts such as bills, invoices, expense claims, inventory reports, account statements and other financial statements using computerized and manual systems
- Conduct the day-to-day banking and credit card requirements and reconcile banking and credit card records on a monthly basis
- Prepare and forward for processing bi-weekly payroll and have approved as per procedure, and maintain employee pay and benefits information and records
- Administer, calculate and pay out approved travel advances and claims for Board members and staff

- Ensure financial systems, data and controls are maintained to prevent loss through risk, error or fraud
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying

2. Board Support:

- Preparing Board meeting agenda in consultation with the Executive Director
- Preparing documentation and logistics for Board meetings and conference calls
- Ensuring proper communication with the Board Members regarding all Board meetings, conference calls and other activities involving Board Members
- Recording minutes of all Board meetings and conference calls as requested
- Maintaining the record of decisions of the Board (minutes, motions, etc.)

IV. Other Duties and Responsibilities

1. Assist with administration and other duties:

- Assist with proper storage and retention of files and documents
- Assist with other administrative work as required

2. Any other duties assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ Generally Accepted Accounting Principles/IFERS ▪ Accounting systems ▪ General office administration ▪ Personnel records management ▪ Public administration practices and associated control processes
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Skills:	<ul style="list-style-type: none"> ▪ Good verbal and written communications skills ▪ Strong organization skills ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Good interpersonal skills including the ability to use tact and diplomacy and work under pressure ▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset
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Abilities:	<ul style="list-style-type: none"> ▪ Summarize information and highlight important issues ▪ Task prioritization and effective time management ▪ Work independently when needed ▪ Cope with frequent interruptions and changes in priorities ▪ Maintain discretion and the highest level of confidentiality
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Education:	<ul style="list-style-type: none"> ▪ High School (Grade 12) Diploma or equivalency with several years' work experience in positions with similar responsibilities
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Experience:	<ul style="list-style-type: none"> ▪ Personal and professional experience in the Arctic or in a cross-cultural setting ▪ Candidate must be willing to submit and pass a criminal records check
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VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent is subject to extended periods working while seated at a computer

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather
- Work can sometimes be stressful

VIII. Mental Demands

- Prioritizing tasks and meeting deadlines
- Long term computer use
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources