WSCC Workers' Safety & Compensation Commission | ᐃᖅᑲᓇᐃᔭᖅᑎᓄᑦ ᐊᑦᑕᓇᖅᑐᓂᒃ ᐊᒻᒪ ᓇᖕᓕᐅᒃᑯᒪᓂᒃ ᖃᐅᔨᓴᖅᑎᑦ

Accounting Clerk, Yellowknife
Competition # N 12/02 NT

The WSCC has exclusive jurisdiction in all matters affecting compensation for workers injured on the job, and is responsible to administer occupational health and safety legislation for all workers and employers within the Northwest Territories and Nunavut. The WSCC's Vision is to eliminate workplace diseases and injuries. If you relate to this Vision and you enjoy being part of a dynamic team, this employment opportunity may appeal to you.

The Accounting Clerk reports to Accounting Supervisor and provides services to all employees of the WSCC in both the Northwest Territories and Nunavut. Specific responsibilities include:

- Follow purchasing and spending procedures of the WSCC
- Verifies General Ledger coding for invoices and other payable documents for compliance, accuracy and approvals.
- Ensure that claims supplier payments (approx. $4.5 million annually) are accurate prior to processing
- Performs quarterly account reconciliations, prepares journal entries in response to employee requests and prepare working papers to assist with annual audit
- Prepares bank deposits for cheques and cash

As the ideal candidate, you are a Grade 12 graduate combined with one year of related experience in an accounting environment. You also have demonstrated knowledge of office procedures, basic accounting, bookkeeping, financial accounting software and Microsoft Office. You are an effective communicator with excellent organizational skills and attention to detail. We will consider equivalent combinations of education and experience on a case-by-case basis.

This position requires a satisfactory criminal records check. Salary ranges from $26.67 to $31.85 hourly (approx. $52,006 to $62,107 annually), plus an annual Northern Allowance of $3,450.

A satisfactory criminal record check is required for this position

Closing Date: February 24, 2012 @ 5pm

If this sounds like a good fit for you, please forward your resume quoting competition **#N 11/02 NT** to resumes@wscc.nt.ca. Please feel free to talk to us if you would like more information.

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.