



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: FINANCIAL CONTROL CLERK
Job Code: OPSEU - Office Administration 08, 08OAD
Job ID: 17042

Purpose of Position:

To provide a range of administrative services related to the processing of Maintenance invoices, processing of Damage to Crown Property Claims, the maintenance of the delegation of authority database, the security of contract documents, the maintenance of the regional moveable assets inventory, compliance reviews for corporate cards, the processing of IFIS requisitions and receipts, and handling daily mail. To assist with a number of financial duties including investigating budget management spreadsheets, maintaining data on expenditure queries, preparing journal entries for charge backs, and populating financial charts and reports

Duties/Responsibilities:

1. Co-ordinates the processing of Damage to Crown Property claims against drivers and vehicles within limited time frames by: receiving police reports from Claims Office; contacting ministry field staff or contractors to obtain damage reports and clarify/request further information; verifying pricing information with maintenance staff and suppliers; performing calculations and updating the Corporate Information Management System with costing; and based on the liability, determining the necessity of producing invoices for Head Office.
2. Clarifies costing and claims information at the request of the Claims Office to assist in responding to queries from insurance companies and lawyers. Explains claims processes and procedures to ministry and contractor staff to ensure accurate claims reporting.
3. Processes Accounts Payable for highway Maintenance activities by receiving invoices, preparing contracts and entering invoice information to the Payment Preparation System (PPS), seeking approvals from managers, responding to inquiries from internal and external clients, and monitoring and adjusting contract budgets.
4. Maintains the integrity of the Delegation of Authority database by: updating or adjusting authorities assigned upon the direction of managers; ensuring properly signed copies of delegation documents are on file; and updating on-line data to ensure accurate data is available for Shared Services for use in processing invoices and procurement requests.
5. Receives, records, and ensures the safekeeping of ministry contract security documents received through the tendering process (e.g. Letters of Credit, Performance and Payment bonds, Insurance Certificates). Ensures proper documentation is received prior to their release in accordance with contract terms. Maintains records and advises Contract Administrators of the status of documents on hold.
6. Maintains information on Moveable Assets by: gathering data from regional offices on moveable assets and assigning assets numbers; recording the acquisition, transfer and disposal of assets; ordering and maintaining an inventory of assets tags; and updating data to maintain the accuracy of the moveable assets data base, conducting periodic inventory reviews to ensure assets are accounted for.
7. Provides support to the financial analyst and managers by: assisting with researching expenditure data; checking on-line financial systems and verifying information from source documents; verifying and balancing transactions against financial Reports; updating spreadsheets for use in financial management, and preparing journal entries, accounts receivable requests, etc.
8. Conducts quarterly corporate card compliance reviews by checking for and tracking infractions and preparing reports for managers and forwarding any infraction issues to the Head of Financial Control.

9. Performs a variety of duties such as: maintaining an up-to-date listing of valid/current project numbers for end use charges; issuing building access cards, reconciling Travel Card Diversion Reports, assisting at Reception/Switchboard, checking Clearance Certificates, and other supporting duties as required.
10. Receives and tracks cash, cheques, and credit/debit card payments from other Program Areas, preparing deposit information sheets, and forwarding via courier or e-mail the same to OSS for deposit, occasionally depositing receipts at the bank in person.
11. Provides assistance to building staff regarding telephone and voice-mail issues, resolving minor problems with the telephones or voice-mail or contacting Thunder Bay Telephone and Bell Canada to do so, and maintaining information related to the telephone system.
12. Enters requisitions and receipt information to IFIS on behalf of internal clients, liaise with OSS Procurement to resolve questions, monitor open purchase orders, and assist with encumbrance management.

Knowledge:

Job requires knowledge of ministry procedures and processes related to Damage to Crown Property Claims to review claim reports and assess the need to clarify/obtain additional information from maintenance staff or contract administrators; verify repair pricing with maintenance staff and suppliers; clarify claims information for Claims Office use; and explain claims processes to ministry and contractor staff to ensure accurate claims data reporting.

Job requires knowledge of ministry and government policies, processes and practices and internal controls related to financial transactions (e.g., Accounts Payable, Chart of Accounts, Delegation of Authority, Corporate card directives) to assist in: processing invoices for payment, maintaining accurate and up-to-date information in various databases; reviewing expenditure information; preparing journal entry documents for charge backs; completing corporate card compliance reviews.

Job requires knowledge of computerized systems (e.g., IFIS, Claims Information Management System, Moveable Assets System, PPS) to input, extract and ensure accuracy of data and produce payment certificates, receiving documents, and reports generated by the various systems. Job also requires knowledge of the operation and capabilities of software (e.g. MS Word, Excel, Access) to prepare correspondence and ad hoc reports, create tables, manipulate data to create spreadsheets and graphs and maintain assets log/inventory.

Staffing and Licensing Requirements:

Keyboarding skills to ministry requirements.

Skills:

Job requires judgment skills to review PCard Statements, invoices and damage claims and assess need to clarify/obtain additional information, confirm compliance to policies, verify pricing with field staff and contractors and determine where incoming financial documentation needs to be directed.

Job requires information gathering and liaison skills to clarify information from claims documents to assist Claims Office in responding to insurance companies and lawyers and explain/clarify claims processing procedures and policies to ministry and contractor staff; and to resolve inquiries regarding payments and the status of invoices

Job requires attention to detail to ensure proper updating of Delegation of Authority documents, assessing correctness of documentation prior to the release of contract documents, gathering data and ensuring the accuracy of the moveable assets inventory system, ensuring the accuracy of payment information entered to PPS. Job also requires data gathering skills to assist with collecting financial tracking information, verifying financial information for inclusion in spreadsheets and financial reports, verifying/calculating costs and preparing journal entries for charge backs.

Oral and written communications skills are required to respond to inquiries, prepare routine correspondence and provide explanations regarding processes, procedures and directives to ministry and contractor staff. Job requires organizational skills to prioritize own work and ensure the timely review and preparation of data and other reporting documents within strict time frames. Job requires diplomacy, interpersonal and customer service skills to tactfully explain data requirements, assist staff with use of financial systems (i.e., iExpenses), and deal efficiently with sensitive and confidential issues and information.

Job requires problem solving skills to resolve receipt, invoicing and payment issues and questions related to PPS and/or IFIS from both internal and external clients.

Freedom of Action:

Work is performed under the supervision of the Head, Financial Control and within established ministry and government financial, procurement and general administration procedures, processes and directives (e.g. Damage to Crown Property Claims, Delegation of Authority). Latitude for decision-making exists in: ensuring that information requirements are accurate and complete; assessing/determining need for clarification or additional information in claims reports; explaining claims processes and procedures to ministry and contractor staff; assisting with researching and verifying expenditure tracking data for

financial managers/staff; and updating regional delegation of authority listings. Incumbent works independently to resolve most routine work related issues according to directives, regulations and policies with work reviewed by the supervisor for adherence to established procedures, practices and procession timeframes. Job refers to the supervisor contentious or non-routine matters beyond established procedures (e.g. complex claims issues, conflicting deadlines and procedures, complex journal entry discrepancies) with recommendations for resolution or improvements.