



NTI JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Finance Clerk – Affiliates (Support)
Department	Finance
Title of Supervisor	Controller - Affiliates
Location of position	Rankin Inlet
Hay Point Rating	424
Effective Date	April 2026

NTI MISSION STATEMENT
<i>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT AGREEMENT</i>
POSITION PURPOSE
<p>Under the direction of the Controller, Affiliates, the Finance Clerk-Affiliates provides a full range of accounts payable, accounts receivable and payroll functions in accordance with all NTI Policies and Government Regulations.</p> <p>Other responsibilities include account reconciliation and verification, assist in managing transactions including bank reconciliations and audit preparation for NTI and affiliates as and when required.</p>

A. ACCOUNTABILITY – Freedom to Act and Impact & Magnitude
<p>Ensures timely processing of financial transactions in accordance with NTI Policies and Government Regulations to include:</p> <ul style="list-style-type: none"> Data entry for requests for payment for goods and services procured, on the organization’s accounting systems. Ensuring that financial data is accurately recorded and properly allocated to appropriate departments and budget categories; Assist in maintaining the eForms system and that PO invoices are authorized including data entry on the organization’s accounting systems; Verification of account transaction entries completed by finance clerks prior to issuance of payment(s); Process system cheques and electronic funds transfers for payment of invoices, purchase orders, travel advances/claims and maintain records of payments; Perform reconciliation of bank accounts and account reconciliation in various sub-ledgers and as directed by supervisor; Coordinate with departments to resolve discrepancies related to invoices, receipts related to travel and receipt of goods and/or services; Research Vendor inquiries to resolve account discrepancies’ Provide other financial reports or information as may be required from time to time;

- Participate in the preparation of year end audit
- Maintain electronic filing system for vendor and program files in an organized manner in RIM following NTI's Records Management Policy;
- The employee may be assigned to other duties within the Finance Department including but not limited to accounts receivable, general administrative duties, payroll however assigned by supervisor to provide support to departmental staff and co-workers

NTI COMPETENCIES– Magnitude and depth of expected behaviors

Action Management:

- Administers functions in a fair and ethical manner that brings maximum employment and benefit to the organization
- Provides clear direction to colleagues on objectives and timetables for work
- Explains to employees/colleagues how work expectations are aligned with employment goals
- Adopts effective work methods in order to develop excellence
- Is accountable for their decisions and performance

Adaptability and Flexibility:

- Respects differences in others' working style and priorities.
- Depicts a positive outlook when asked to do things differently.
- Accepts new people and their ideas.
- Coaches colleagues in how to juggle multiple tasks and priorities.
- Shifts unit's attention and priorities in response to the needs of the business.
- Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.

Cooperation and Collaboration:

- Interacts and collaborates with all parties with an open mind in solution-seeking ways.
- Thinks and acts collaboratively to resolve conflict in consensus-building ways.
- Correctly interprets clues of wavering engagement in own team and acts to re-energize them.
- Fosters understanding and open communication between team members.
- Respects cross-cultural perspectives and differences.
Develops a shared understanding amongst others to arrive at decisions through consensus.

Effective Interactive Communication:

- Is curious about others: actively asks questions to gain a broader understanding of their perspective.
- Seeks to ensure that messages are clearly understood by all parties.
- Communicate well with staff and members, exhibiting excellent listening skills.
- Display confidence when dealing with people, with well-developed written and verbal communication skills.
- Is genuinely receptive to others' ideas and responds in ways that communicate respect of others.
Uses tact and diplomacy in all communications.

Impact and Influence:

- Persuades others by carefully developing sound business cases.
- Fosters a climate of trust and respect during negotiations.
- Treats partners fairly, ethically and as valued allies during negotiations.
- Maintains composure and practices emotional restraint under difficult circumstances.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Looks at problems from different angles and considers alternative solutions before moving forward with a plan to resolve it.
- Draws on options and solutions from across NTI, not just from one's own area, to solve work problems.
- Anticipates the risks inherent in a suggested plan of action and devises appropriate mitigating strategies.
- Is an agile interpreter of guidelines: navigates ways around a wide range of guidelines.
- Ability to investigate issues and requirements, identify, and prioritize appropriate solutions.

Partnering and Relationship Building:

- Builds positive relationships based on respect and caring for others.
- Makes a conscious effort to maintain rapport with partners and communities.
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, clients, and partners.
- Looks for ways to add genuine value to partners and contacts.

Inuit Qaujimajangit/Qaujimajatuqangit:

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

B. KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills

- Grade 12 Diploma;
- Knowledge of general office procedures;
- Minimum three (3) years' experience in an accounting environment;
- Minimum two (2) years' data entry experience;
- Strong work ethic and highly motivated with the ability to work with demanding deadlines;
- Good interpersonal, organizational and team-building skills are essential
- Effective oral and written communication skills;
- Working knowledge of computer software packages include Sage 300 (ACCPAC) and Microsoft Office is an asset;
- Ability to speak Inuktitut or Inuinnaqtun is an asset

C. PROBLEM SOLVING, DECISION MAKING, KEY ISSUES AND THINKING CHALLENGES/ENVIRONMENT

Incumbent requires knowledge of the NTI mission, vision and values; corporate and organizational culture; Human Resources Policy Manual, Communications Policy, Computer and Network Usage Policy, Credit Card Policy, Executive Compensation Policy, Expenditure Policy, Honoraria Policy, Loan and Advances Policy, Travel Policy, Petty Cash Policy, Contribution Policy, Procurement Policy and Records management Policy.

D. WORKING CONDITIONS

Physical Effort: *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

- Occasional lifting of papers and boxes;
- Frequent short notice deadlines;
- Politically sensitive issues may add to stress.

Physical Environment: *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards.*

Work in office environments.

Sensory Attention: *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

- Reading detailed documents, studying and researching;
- Focused listening;
- Long-term computer use may cause eyestrain, back and wrist pain.

Mental Stress: *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

- Long-term computer use;
- Preparing reports against deadlines will cause stress;
- Deadlines will cause overtime;
- Disruptions in life style caused by work schedules or travel requirements;
- Reporting and responding to urgent requirements may cause stress.

CERTIFICATION

Employee Signature

Supervisor Title

Employee Name (Print)

Director of Human Resources

Date

Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.

Attach an updated Organizational Chart for the Department