

1. IDENTIFICATION

| | | |
|---------------------------------|-------------------------------------|--|
| Position No. 03-02894 | Job Title Revenue Officer | Supervisor's Position Manager, Financial Operations (03-05181) |
|---------------------------------|-------------------------------------|--|

| | | | |
|------------------------------|---|----------------------------------|---------------------------------|
| Department Finance | Division/Region 03770-03 Kivalliq Regional Operations | Community Rankin Inlet | Location Rankin Inlet |
|------------------------------|---|----------------------------------|---------------------------------|

| |
|--|
| Fin. Code: 03770-01-3-333-0300000-01-???? |
|--|

2. PURPOSE

| |
|---|
| <p>Main reason why the position exists, within what context and what the overall end results.</p> <p>This position, under the direction of the Manager, Financial Operations is accountable for providing revenue services to all departments in the Kivalliq Region. This includes the preparation of General Receipt forms, bank deposits, and the reconciliation of the Daily Register of Incoming Revenues forms.</p> <p>Annual government revenues processed in headquarters and the regions exceed \$400 million. Government of Nunavut (GN) accounts receivable exceed \$65 million annually and the allowance for doubtful accounts is \$10 million.</p> <p>This work is governed by the requirements of the Financial Administration Act (FAA), the Financial Administration Manual (FAM) and all directives and policies of the GN relating the revenue administration.</p> <p>This function allows the Government of Nunavut to achieve its revenue targets outside of the Federal Formula Financing Arrangements. Revenues are used to fund a variety of government programs and services that would be unavailable without these important financial resources.</p> |
|---|

3. SCOPE

| |
|---|
| <p>Describe the impact the position had on the area in which it works, or if it impacts other departments, the Governments as a whole or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The Revenue Officer ensures all GN revenues are recorded and promptly deposited, NSF cheques and government cheques designated for return to departments (RTD) are controlled and distributed, and payments are applied against outstanding accounts receivables.</p> <p>These functions are performed in accordance with the requirement for strong internal controls including the maintenance for clear audit trails, the segregation of duties and the meeting of deposit timelines. The Revenue Officer ensures that all complex reconciliations dealing with receivables are completed in a manner which minimizes the possibility of loss and ensures that creditor and general ledger accounts are accurate and complete.</p> <p>The efforts of the Revenue Officer ensure that the GN is not criticized for inadequate controls; and that all revenues are accurately and efficiently recorded and coded to the proper accounts.</p> |
|---|

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe then in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The Revenue Officer is accountable to the Manager, Financial Operations for receiving and controlling GN revenues in the Kivalliq Region by:

- Preparing general receipts for all payments for various account receivable accounts and for monitoring all post- dated cheques;
- Recording all NSF and non-negotiable cheques returned by the bank;
- Preparing expense vouchers for overpayments and duplicate payment refunds;
- Depositing daily revenues to the bank in a secure manner within deposit deadlines;
- Storing money so that it is safe and secure at all times to prevent theft;
- Where irregularities are noted or where theft or losses are confirmed, the Revenue officer must contact the Manager Financial Operations who will, if necessary, summon the police.

The Revenue Officer meets the obligations of accounting for revenues received by:

- Performing on-screen financial inquiries to locate and retrieve the relevant information needed to receipt and clear the applicable receivable accounts;
- Maintaining and retaining the registers for GN cheques returned to departments for a period of 7 years;
- Maintaining the registers of incoming revenue for audit review;
- Maintaining the general receipt and deposit records with the applicable processed transaction report files or audit review;
- Researching unidentified payments requiring deposit and clearance from a suspense general ledger account;
- Recording GN revenues within the proper general ledger accounts and clearing receivables.

Under the guidance of the Senior Officer Receivables, the Revenue Officer is responsible for the completion of reconciliations in all major Revenue Processing and Collections accounts by:

- Preparing monthly account reconciliation reports and identifying and control issues arising from the reconciliations;
- Identifying and resolving control issues as a result of the reconciliations that could lead to fraud or major losses of funding due to errors;
- Reconciling the accounts receivable sub-ledgers with the accounts receivable general ledger control accounts to ensure these key accounts balance;
- Reconciling the accountable advance and travel advance accounts with the general ledger to ensure they balance and to ensure that all advances balance to the control accounts;
- Reconciling the bank clearing account to ensure that all cheques have cleared the account;
- Reconciling all suspense accounts to ensure they have cleared and the accounts are finalized or explained.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- Completed Grade 12 or GED
- Knowledge of generally accepted financial administration policies and procedures with practical knowledge of accounts receivable, banking vendor payments, set-offs and financial systems;

Skills and Abilities:

- 1 or more years experience in revenue processing;
- Reconciliation experience regarding general ledger and sub-ledger accounts.
- Proficiency in the use of word processing, communications, financial spreadsheet and database software;
- The ability to communicate in more than one of Nunavut's official languages will be considered an asset

This is a Position of Trust.

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 each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

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

Majority of time is spent in front of a computer with an opportunity to move about.

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 increase the risk of accident, ill health, or physical discomfort.

The incumbent is not exposed to adverse environmental conditions.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

Intense concentration is required in reviewing accounts. Meticulous attraction to detail is required to reconcile accounts. There is a high potential for Repetitive Stress Syndrome due to long hours on a keyboard.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Concentration o detail for long periods. Extreme stress associated with high volume of work.

7. CERTIFICATION

| | |
|---|--|
| | Manager, Financial Operations (03-05181) |
| _____ Employee Signature | _____ 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”.