



## **Nunavut Employees Union**

### **Job Description – Membership and Accounts Payable Agent**

#### **Part 1 – Identifying data**

**Position title:** Membership and Accounts Payable Agent

**Supervisor's title:** Executive Director

**Location:** Iqaluit, Nunavut

#### **Part 2 – Summary of Position**

Under the Supervision of the Executive Director, the position is responsible for providing membership and financial services and support to the Nunavut Employees Union (NEU).

#### **Part 3 – Duties and Responsibilities**

The position is responsible for providing accounts payable and finance administration services by:

- Processing accounts payable invoices by ensuring backup documentation is accurate and authorized, allocating to appropriate chart-of-accounts codes, preparing payments, entering data into the accounting system and distributing payments.
- The position is responsible for record management and must be maintaining and updating an effective filing system.
- Preparing accounts payable reports.
- Preparing monthly bank reconciliations and other assigned accounting duties.

The position is responsible for providing membership administration services by:

- Maintaining an accurate and up-to-date database of NEU members using the PSAC membership database system and ensuring the efficient processing of confidential membership information.
- Producing membership reports including statistical reports.

- Verifying the membership database and reports for accuracy and corrective action.
- Maintaining an accurate list of NEU locals. Informing the Public Service Alliance of Canada (PSAC) of the creation, merger, division or dissolution of locals.
- Maintaining accurate financial records for NEU locals.
- Calculating monthly dues for locals.

#### **Part 4 – Knowledge**

- The position requires strong knowledge of accounting practices and systems and the ability to perform mathematical calculations.
- The position requires knowledge of records management to develop, maintain and update effective filing and document management.
- The position requires strong computer skills and knowledge of computer databases, accounting and other software applications, and Microsoft 365.
- The position requires the ability to operate office equipment such as a photocopier and postage meter.

#### **Part 5 – Interpersonal Skills**

- The position is required to communicate daily with a variety of internal and external contacts, in person by phone or email, to provide information related to finance accounts payable and membership.
- The position is required to communicate clear and precise information.
- Communications are of limited to moderate difficulty and can be sensitive. Most interactions involve short, straightforward exchanges of information.

#### **Part 6 – Concentration**

- The position requires a high degree of concentrated visual and mental effort when using the computer for prolonged periods of time and when processing numerical, mathematical, financial calculations, transactions or correspondence. Accuracy, precision and attention to detail are important requirements for this position.
- The incumbent does not always control their own work pace as there are multiple demands and is subject to occasional interruptions by members, co-workers and suppliers.

#### **Part 7 – Physical Demands**

- There are extended periods of time working at a computer as well as physical strains associated with filing (bending). Occasionally, there is a requirement for physical effort to pack/lift boxes up to 10 kg.

## **Part 8 – Complexity**

- The position requires the incumbent to have a high degree of reasoning and problem-solving skills.
- The position requires good judgment and ability to organize, plan and determine work priorities
- Procedures and job structure exist; however, the incumbent must demonstrate initiative and flexibility to adjust to changing job demands.

## **Part 9 - Impact**

- The position is responsible for processing and validating financial calculations, transactions and information within prescribed deadlines that could impact the organization and members.
- The work of this position directly impacts on the accuracy and timeliness of payments to suppliers and members, and ensures no late cheques, penalties or service stoppage.
- The position is responsible for maintaining the integrity of the membership information by collecting missing information and verifying all data for accuracy before it is entered into the database. Incorrect or incomplete membership data may result in incorrect dues deductions for members and/or incorrect membership contact information and could have a negative impact on the member, Local and NEU.
- Errors in financial data entries could impact the accuracy of financial statements and budget allocations.

## **Part 10 – Responsibility for Information**

- The position is responsible for maintaining the security of members' sensitive, personal and confidential information, which must be protected in accordance with privacy regulations and policies.
- The position is responsible for processing financial transactions and reports and protecting organizational information by ensuring such information is not discussed in open areas, is secured in a locked cabinet that is only accessible by authorized personnel, and that personal information which is no longer required in written or electronic format is destroyed.

## **Part 11 – Development and Leadership**

- The position works with others to ensure financial deadlines are met.

## **Part 12 – Working Environment**

- The incumbent works in an office that can be closed at the employer's location.

**Part 13 - Qualifications**

- Post secondary education in Accounting or Finance, or a combination of equivalent training and experience.
- Strong organization, administrative, clerical and bookkeeping skills.
- A minimum of two (2) years of related experience in a variety of financial accounting functions at an intermediate level.
- The ability to read and speak Inuktitut and English.
- Strong writing skills in Inuktitut and English would be an asset.
- Discretion, tact and ability to deal with members, staff and suppliers in a diplomatic manner.
- Strong computer, data entry and mathematical skills and demonstrated experience working with the Microsoft Suite of applications, accounting software as well as general office equipment. Knowledge of SAGE Accounting software would be an asset.
- Good organizational skills to deal effectively with conflicting priorities.
- High degree of confidentiality, good judgment, reliability, attention to detail and customer service.
- Ability to work independently and contribute effectively to a team environment.
- Understanding of and demonstrated commitment to union principles and social justice.
- Knowledge of the structure of a union organization would be an asset.

**Part 14 - Acknowledgement and Agreement**

The above job description fairly represents the general expectations of the position of Membership and Accounts Agent with the Nunavut Employees Union

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_