

TITLE: ACCOUNTING AND ADMINISTRATION CLERK**CLASSIFICATION:** ADMINISTRATIVE OFFICER 14**JOB OVERVIEW**

Reporting to the Manager, Finance, the Accounting and Administration Clerk develops, coordinates and implements financial, accounting, and administrative services for Elections BC's (EBC) permanent and temporary staff, District and Deputy Electoral Officers (DEOs and DDEOs), their office staff and up to 25,000 temporary election officials to support ongoing operations and electoral events.

ACCOUNTABILITIES

- Administers accounts payable for the organization, including processing payments using the government corporate accounting system, ensuring expenditures are made in accordance with financial policy, and identifying and resolving accounting and reporting errors
- Responds to and resolves complex and sensitive payment and/or accounts receivable issues involving communication with clients, senior staff, and suppliers and/or outside agencies
- Verifies and processes travel vouchers in accordance with Elections BC policies and procedures
- Reviews and reconciles financial management reports to ensure all financial guidelines have been met
- Prepares and processes journal vouchers
- Supports effective and efficient fiscal year end management, including compiling accruals and producing appropriate adjustments as warranted
- Participates in the reconciliation of DEO bank accounts to ensure all financial guidelines have been met and liaises with DEO/DDEOs regarding problem areas
- Liaises with and responds to questions and inquiries from district electoral office staff, escalating any problems or difficult situations to supervisor
- Prepares drafts of contracts according to government policy, maintains inventory of contracted services, tracks expenditures and provides monthly reports on contract financial commitments
- Acts as Travel Coordinator for EBC, providing information on travel policies and procedures, and assisting with travel arrangements and reimbursements
- Researches, recommends, implements, and supports best practices in procurement and payment processing
- Coordinates revenue management process, including depositing cheques and reconciling bank accounts
- Acts as a qualified receiver for the purchase of goods and services
- Provides training and information on financial policy, procedures and controls
- Provides payroll backup

- Supports the coordination of moves of office furniture, equipment and voice communications
- Identifies maintenance and repair issues and notifies property manager, escalates unusual problems to the immediate supervisor
- Provides general administrative services for Elections BC program areas, and schedules and arranges meetings
- Prepares and coordinates drafting, printing and/or mailing of correspondence, forms and guides, including large merge documents
- Maintains and updates document templates, administrative policy and procedures manuals, and contact lists

SELECTION CRITERIA

Education and Experience

- Completion of related post-secondary diploma, such as office administration, business administration, and two years' experience in a clerical financial, accounting or payroll support role OR an equivalent combination of education and experience
- Experience using computer programs such as Microsoft Office suite to develop spreadsheets, create correspondence and maintain databases
- Preference may be given to applicants who have experience using the Corporate Accounting System (CAS)
- Experience using PeopleSoft and/or Ceridian payroll systems are assets
- Experience providing customer service in a high-volume environment

Knowledge, Skills, and Abilities

- Knowledge and understanding of applicable acts and regulations
- Knowledge of payroll and accounting processes and procedures
- Ability to develop and implement policies, procedures and systems in accordance with relevant legislation
- Ability to plan administrative activities and processes for large-scale events
- Excellent verbal communication skills and professional telephone manners
- Ability to develop and maintain positive, effective working relationships with co-workers and supervisors, as well as internal and external clients
- Proven ability to organize and prioritize a changing workload with outstanding attention to detail
- Proven ability to multi-task while encountering frequent interruptions in a high volume environment
- Ability to work effectively independently and in a team environment
- Ability to work within time limits and meet deadlines
- Awareness of and attention to privacy and confidentiality, and the ability to exercise judgment when working with confidential materials
- Ability to work without constant supervision
- Ability to be a non-partisan representative of Elections BC

Competencies

- Service Orientation
- Results Orientation
- Teamwork and Co-operation
- Problem Solving/Judgement

- Initiative