

POSITION TITLE		CLASSIFICATION	WAGE RATE
Accounts Payable Clerk		Project Assistant	\$29.78
NUMBER OF POSITIONS	WORK TERM (START AND END DATES)	WORK GROUP OR LOCATION(S)	WORK UNIT
1	May 6, 2024 – March 31, 2025	Victoria, BC	Finance and Administration

JOB OVERVIEW:

Reporting to the Event Team Lead, Finance and Facilities, the Accounts Payable Clerk will assist with accounts payable financial and administrative duties in support of district electoral offices. The Accounts Payable Clerk will provide support to District Electoral Officers (DEO), Deputy District Electoral Officers (DDEO) and district electoral office managers regarding financial and office administrative issues.

JOB DUTIES AND TASKS:

- 1. Ensures the effective functioning of accounting activities for temporary district electoral offices by:**
 - Using the Corporate Accounting System (CAS) and other computer applications to verify and initiate accounts payable and receivable invoices, ensuring all invoices are processed for payment in compliance with financial policies
 - Verifying and processing travel vouchers in accordance with Elections BC policies and procedures
 - Reviewing and reconciling financial documents from district electoral offices to ensure all financial guidelines have been met
 - Participating in the reconciliation of DEO bank accounts, ensuring all financial guidelines are met and liaises with DEO/DDEOs regarding problem areas
 - Preparing and processing journal vouchers
 - Assisting with the paperwork flow for both accounting and payroll departments
 - Liaising with and responding to questions and inquiries from district electoral office staff, escalating any problems or difficult situations to Elections BC headquarters staff
 - Preparing letters and correspondence regarding any clarification, backup or signatures required from District Electoral Officers

- 2. Performs other related duties as required.**

JOB REQUIREMENTS:

Education and Experience:

- A diploma or certification in administration, accounting or related discipline and six months of related experience; OR
 - Secondary school graduation and one year related experience; OR
 - An equivalent combination of education and experience may be considered
- Related experience must include:
 - Experience in a clerical, financial, accounting or payroll support role
 - Experience using a variety of computer applications at an intermediate level, including MS Office Suite, databases and accounting applications

Preference may be given to applicants with:

- Experience working with the Corporate Accounting System (CAS)
- Previous experience working for Elections BC or related experience in electoral administration

Applicants must be willing to:

- Apply tact and diplomacy and interact effectively with participants and stakeholders who may be emotional or uncooperative
- Fulfil the requirement to act as a non-partisan representative of Elections BC
- Work outside of normal business hours, occasionally, to meet deadlines

NOTE: Successful completion of security screening requirements of the BC Public Service (a criminal record check) may be required.

Knowledge, Skills and Abilities:

- Working knowledge and understanding of applicable acts and regulations
- Strong knowledge of accounting processes and procedures
- Strong knowledge of expenditure analysis and review
- Ability to use a variety of computer applications, particularly database and spreadsheet programs, including MS Excel
- Strong organizational skills and attention to detail
- Ability to communicate professionally both verbally and in writing
- Ability to provide helpful assistance over the phone
- Ability to problem solve and resolve issues
- Ability to work independently and in a team
- Awareness of and attention to confidentiality and privacy
- Ability to maintain a positive attitude in times of high stress and tight deadlines
- Ability to work effectively independently and cooperatively in a diverse team environment, demonstrating maturity, tact, and discretion
- Ability to be a non-partisan representative of Elections BC

COMPETENCIES:

- Service Orientation
- Results Orientation
- Teamwork and Cooperation
- Analytical Thinking
- Problem Solving and Judgment

Link to competency definitions:

<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies>