

**JOB DESCRIPTION
BCGEU SERIES**

1. Position No. 80367	2. Descriptive Working Title Documentation Clerk		3. Present Classification Clerk III
4. Department Vancouver Island Region	5. Branch/Section Operations	6. Proposed Classification	Date Revised August 2019
7. Position No. of Supervisor 22075	8. Descriptive Work Title of Supervisor Regional Administrative Services Manager (RASM)		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Under the direction of the Regional Administrative Services Manager, the Documentation Clerk is responsible for providing financial and administrative support relating to the operations and maintenance functions within the Region. This position works closely with other departments, internal and external stakeholders and various positions to perform basic accounting and accounts payable duties and responsibilities for the Region. The work involves database entry and maintenance, processing of invoices and work orders, reconciling, verifying receipt of goods and posting batches, and liaising with a variety of contacts to ensure timely payment of accounts and invoices.

11. Duties:

Accounts Payable – Processing of Invoices

1. Works closely with the Maintenance Team, Property Portfolio Team and Building Managers to facilitate and process work orders, invoices generated by the Maintenance Planning System, standing purchase orders, and blanket orders or purchase orders created by the Self-Serve Work Order (SSWO) system
2. Processes all invoices received by stamping and matching to purchase orders, reconciles and verifies invoices, conducts investigations if “not-to-exceed tolerance level rule” is exceeded
3. Verifies approval on “Open Orders to Receipt” is complete and all goods and services have been received and delivered
4. Validates and processes standard voucher payments, in accordance to established office procedures
5. Obtains authorization by creating a Change Order for the initiator’s approval of over-payments
6. Responds to inquiries from suppliers and vendors regarding work orders and invoice payments
7. Batches and posts all entries for submission to Accounting, Corporate Services for payment distribution
8. Ensures timely payment of all utility accounts and invoices relating to the Region, including Extreme Weather shelter invoices
9. Assists with annual-year end by preparing and checking monthly reports for outstanding and incomplete items and other tasks

Accounts Payable – General

10. May receive and process credit card receipts for Regional staff by checking and entering all general ledger code expenses into the electronic system, reconciling P-cards by matching receipts to P-card statements and

reconciling the account, and submitting for approval and processing to Accounting, Corporate Services on a monthly basis

11. Provides copies of invoices for chargebacks for current tenants and move-outs to Property Portfolio Assistants
12. Liaises with vendors, suppliers, and internal contacts as necessary to ensure timely and accurate payments, assists with troubleshooting errors and discrepancies

General Maintenance – Database Systems

13. Requests and maintains new supplier contact information (address, phone numbers)
14. Requests insurance documents and prints out WCB Clearance Letters for contractors and vendors
15. Maintains task codes in the AP system, and contactor and vendors files including contracts, relevant contacts, and terms and conditions

Work Order Desk – Self-Serve Work Orders

16. Receives and processes all self-serve work orders through a proprietary financial system including those from Directly Managed (DM), Group Homes (GH), and Non-Profit (NP) projects and assets by following established procedures and guidelines
17. Assigns codes, verifies for accuracy, and distributes work orders as required
18. Creates self-serve work orders and call-out of vendors in emergency situations
19. Generates purchase orders from approved work orders, handles receiving documents for entry to the purchase order
20. Tracks self-insurance files and related documentation, handles self-insurance coding as needed

General Duties

21. Maintains a variety of records, filing, and follow-up systems, as assigned
22. Responds to a variety of inquiries from Building Managers, contractors, and suppliers as required
23. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments as operationally required and assigned by supervisor

1. Position No. 80367	2. Descriptive Working Title Documentation Clerk	3. Present Classification Clerk III
4. Education, Qualifications, and Experience:		

High school graduation plus completion of a comprehensive post-secondary course in office or business administration from a recognized educational institution

Minimum of two years related experience in a comparable work environment which includes bookkeeping or basic understanding of accounting

Or an equivalent combination of education, training and experience acceptable to the employer

5. Knowledge and Skills:	
--------------------------	--

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
-
- Sound knowledge of rules, practices, and procedures of office and program administration
 - Sound knowledge of basic accounting principles and processes
 - Some knowledge of maintenance and construction terminology is an asset
 - Sound proficiency in standard word processing, database, and other relevant applications (e.g. MS Office Suite)
 - Excellent verbal and written communication skills
 - Ability to type 50 wpm minimum
 - Ability to comprehend instructions and process a large volume of work with a high degree of accuracy and attention to detail while meeting prescribed deadlines
 - Ability to be flexible and adapt within an evolving environment
 - Ability to exercise good judgement and handle confidential matters with tact and initiative
 - Ability to work independently and on a team in a high-pressure environment

6. Occupational Certification:	
--------------------------------	--