

1. Position No.: 81425	2. Descriptive Working Title: Documentation & Administration Clerk	3. Present Classification: Clerk III
4. Division: Regional Operations	5. Branch/section: Vancouver Island Region	6. Proposed classification: Date: Revised September 2019
7. Position No. of Supervisor: 22075	8. Descriptive Work Title of Supervisor: Regional Administrative Services Manager	9. Classification of Supervisor Excluded
10. Job Summary:		

Under the direction of the Regional Administrative Services Manager, the incumbent is responsible for providing both administrative and accounts payable services and support relating to the operations and maintenance functions within the Region. This dual role ensures that capital projects documentation and financial requirements, as well as client services and administration of the Region are carried out in accordance with guidelines, appropriate acts and BC Housing Policies. The Documentation & Administration Clerk performs a combination of administrative and clerical functions for the Regional office, and Accounts Payable functions which support project administration, including that which is related to directly managed (DM) development, Group Home (GH) maintenance and Non-profit developments. The incumbent will act as relief for other Administration Clerks and Documentation Clerks roles as required.

Typical duties consist of performing various general Administrative and Clerical duties including front desk reception and customer service as well as preparing purchasing orders (PO's), work orders (WO's), certifying goods and services received, and processing invoices in the AP/AR role.

11. Duties:

1. ACCOUNTS PAYABLE FUNCTIONS AND SUPPORT:

- Receives and initiates all WO's for contracted professional services;
- Posts invoices for A/P approval and cheque releases;
- Monitors service contracts for expiry date and accumulated values as well as identifies and arranges for change orders;
- Liaises with various departments within BC Housing on financial administration related issues;
- Liaises with external stakeholders regarding project information, funding and administrative related issues;
- Updates applicable database systems with project information as required;
- Compiles reports and verifies data for internal and external stakeholders;
- Sets up new supplier files; creates, monitors and updates various contact databases;
- Assists in reporting in support of BC Housing's Regional capital programs;
- Prepares purchase orders and tracks approvals for all projects;
- Prepares formal Notices of Award/Regret letters for invitational and public tenders as required;
- Tracks and coordinates document submissions for BCHMC service providers/suppliers who are performing work within the Region (e.g. confirm WCB compliance, valid General Liability Insurance, etc.);
- Registers new BCHMC contractors/suppliers and New Supplier Request forms;
- Maintains logs and reconciles outstanding transactions with approved budget;
- Prepares formal electronic contract forms (e.g. Addendums, Change Orders, Inspection Reports) for approval, release to contractors/suppliers and circulation to appropriate departments as assigned;
- Prepares and issues WO's to contractors/suppliers for repairs. Reconciles invoices submitted for work performed and updates related attributes as applicable;
- Collects necessary documentation, sets up new suppliers as required, and creates operational WO's/ PO's/SPO's/PO's issued within the Regional office;
- Ensures that supplier WCB and general liability insurance is in place, correct and current;

- Receives, and processes for payment, all incoming invoices; Follows current Commission invoice payment processing procedures and obtains necessary spending authority approvals;
- Resolves all questions about account histories, payment queries, delivers, the status of PO's/WO's, etc.;
- Ensures that financial data is accurately updated in accordance with approved Commission process.

2. ADMINISTRATIVE FUNCTIONS AND SUPPORT:

Performs a wide range of administrative duties in support of operations for the region including, but not limited to:

- Housing Registry maintenance:
 - applicant services with applications, information and support, and administration related to tenants
- Client services and support:
 - In person, phone and email service
 - communication of BC Housing's programs and services and well as alternative supports
 - data entry and maintenance
- Administration, clerical and reception duties:
 - Phone, mail, Document support: filing, photocopying, scanning etc., correspondence, cash handling, inventory, supplies, support for travel, calendars, events, meetings, presentations
 - general housekeeping
- Assists with regional requests from HO for clerical and administration support
- Provides relief for Documentation Clerk and Administration Clerk as assigned

3. PERFORMS OTHER RELATED DUTIES THAT DO NOT AFFECT THE NATURE AND SCOPE OF THE POSITION.

STAFFING CRITERIA
BCGEU - ALL SERIES

1. Position No. 22306	2. Descriptive Working Title Documentation & Administration Clerk	3. Present Classification Clerk III
4. Education, Training 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 of progressive office experience in an administration environment;

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

5. Knowledge and Skills

Core Competencies:

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

- Sound knowledge with office systems, procedures and equipment;
- Sound knowledge in current data processing, spreadsheet, presentation and database applications (e.g. MS Word, Excel, PowerPoint);
- Good knowledge of basic accounting and inventory management;
- Excellent verbal and written communication skills;
- Good keyboarding skills with minimum of 50 wpm keyboard speed;
- Ability to handle a wide variety of contacts with tact and diplomacy;
- Ability to be flexible and adaptable within an evolving environment;
- Able to organize and schedule work while managing competing deadlines;
- Able and willing to travel by car or airplane on Commission business;

6. Occupational Certification:
