

**JOB DESCRIPTION
BCGEU SERIES**

1. Position No.: 81425, 22306	2. Descriptive Working Title: Documentation & Administration Clerk		3. Present Classification: Clerk III
4. Department: Vancouver Island Region, Interior Region	5. Branch: Operations	6. Proposed classification:	Date: September 2019 Revised September 2020
7. Position No. of Supervisor: 22075, 22305	8. Descriptive Work Title of Supervisor: Regional Administrative Services Manager		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Regional Administrative Services Manager, the Documentation & Administration Clerk is responsible for providing both administrative/clerical and Accounts Payable services and support relating to the operations and maintenance functions within the Region. He/She/They 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 incumbent performs various general administrative and clerical duties and Accounts Payable functions which support project administration relating to Directly Managed (DM) developments, Group Home (GH) maintenance and Non-Profit developments. The position provides front desk reception and customer service as well as prepares purchase orders (PO's), work orders (WO's), certifying goods and services received, and processes invoices. The incumbent may provide relief for other Administration Clerks and Documentation Clerks as required.

11. Duties:

1. Accounts Payable (A/P) functions and support:

- Receives and initiates all WO's for contracted professional services. Reconciles invoices submitted for work performed and updates related attributes as applicable.
- Posts invoices for A/P approval and EFT/cheque releases; processes invoices for payment in accordance with Commission invoice payment processing procedures and obtains necessary spending authority approvals.
- 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 and liaises with external stakeholders regarding project information, funding and administrative related issues.
- Creates, monitors, and updates applicable database systems with project and supplier information as required and ensures that financial data is accurately updated in accordance with approved Commission processes.
- Compiles reports and verifies data for internal and external stakeholders.
- Prepares PO's and tracks approval for all projects.
- Tracks and coordinates document submissions for BCHMC service providers/suppliers who are performing work within the Region.
- Registers new BCHMC contractors/suppliers and New Supplier Request forms.
- Maintains logs and reconciles outstanding transactions for WO's/PO's/SPO's.
- 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.
- 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 Worker's Compensation Board (WCB) and General Liability Insurance is in place, correct and current.
- Resolves all questions regarding account histories, payment queries, delivers, the status of PO's/WO's, etc.
- Prepares monthly purchasing card reconciliation for regional staff.

2. Administrative functions and support:

- Assists Applicant Services with processing applications, providing information and support, and administration related to tenants.
- Provides client services and support in person, by phone, and/or by correspondence, communicating BC Housing's programs and services and alternative supports as appropriate.
- Provides clerical and reception services, including filing, photocopying and scanning documents, cash handling, managing supplies and inventory, providing support for travel, calendars, events, meetings and presentations.
- Assists with regional requests from Home Office for clerical and administration support.
- Provides relief for Team Assistant (reception) as assigned.

Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

**STAFFING CRITERIA
BCGEU - ALL SERIES**

1. Position No. 81425, 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 progressive office experience in an administration environment.

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

5. Knowledge, Skills and Abilities:

Core Competencies:

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

- Sound knowledge of office systems, procedures and equipment.
- Sound knowledge of 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.
- Ability to organize and schedule work while managing competing deadlines.
- Ability to travel by car or airplane on Commission business.

6. Occupational Certification:
