

**JOB DESCRIPTION**  
**BCGEU SERIES**

1. Position No. Various Positions	2. Descriptive Working Title DAS Administrative Coordinator		3. Present Classification Clerk 5
4. Department Various	5. Branch/Section Development & Asset Strategies	6. Work Location Telework Eligible	Date Revised Sept 2019; August 2021
7. Position No. of Supervisor 80715, 80057, 80682, 80045, 80012,80011, 23046, 80285, 62138, 81452, 81020, 81337, 80299, 81463	8. Descriptive Work Title of Supervisor Director Regional Development Manager Capital Improvements Senior Manager Capital Planning Provincial Director Redevelopment Senior Manager Energy & Sustainability Director Capital Program Implementation Director Indigenous Asset Management		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

The DAS Administrative Coordinator is responsible for providing a variety of program and project administration and administrative services to a team within the Development and Asset Strategies Branch. He/she/they are required to perform the majority or all of the following functions dependent on the needs of the individual teams. The programs and projects delivered by the Branch are complex, multi-dimensional and involve numerous stakeholders, requiring considerable judgment and initiative on the part of the incumbents to effectively coordinate all administrative aspects of assigned projects to successful conclusion.

11. Duties:	<b>The scope of duties performed may vary depending on region and business needs.</b>
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**Expense Administration:**

- Gathers information from various sources, verifies provided information, and enters project information into relevant system(s) to reflect such items as the type of funding and program, amount of equity involved, the timing of contributions to be made by the Society, if permit fees will be reimbursed, percentages for claims, other special circumstances, square footage, important dates and other such information.
- Reviews Executive Committee Approvals to ensure the system's project information is correct and reviews discrepancies with the project team.
- Enters budget information into the system or reviews information entered by others, ensuring in accordance with the ExComm Approval; makes sure information is appropriately identified in the system modules; informs project team of discrepancies.
- Reconciles capital project expenses to contracts, budgets and purchase orders, and reviews discrepancies/concerns with the project team. Prepares invoices where project work is performed on behalf of clients.
- Enters expense information into the financial system, generates capital budget variance report which compares budget to actuals and forecasts, identifies and investigates irregularities and budget line items that are over-expended, reviews with project team and corrects discrepancies as directed.
- At completion of project, ensures all expenses/costs are included, makes sure contributions and reimbursements are received and generates final expenditure documents for final review.

## **Real Estate**

- Conducts corporate searches on societies and legal entities.
- Conducts BC Assessment and land title searches; retrieves documentation from the land title offices.
- When property or Group Home is being purchased, requests statement of adjustment from lawyer. Reviews and forwards to project team member for approval, creates a cheque requisition, arranges for signatures by appropriate parties as required and sends request to Finance for funds; follows up as necessary to ensure on-time completion in accordance with dates specified in Contracts of Purchase and Sale.

## **Client Services**

- Liaises with external clients and stakeholders to compare financial expenses for various projects; investigates discrepancies and brings to the attention of the project team.
- Enters and updates expense data in appropriate project accounts within either Word documents or Excel spread sheets. Works closely with project team to ensure accuracy.
- Creates and maintains custom program/project related reports for internal use, housing providers, schools, co-ops, auditors and others, including incorporating data into quarterly and annual financial reports.
- Creates and maintains a spreadsheet of additional administrative service and program fees for each project, gathers relevant information, prepares summary sheet and client invoices, forwards to manager for approval and monitors that monies are received.

## **Film and Special Events**

- Identifies and recommends for consideration new BC Housing film sites/locations (such as recently purchased properties that may remain vacant for a period of time).
- Reviews film scripts to ensure that they align with BC Housing film policy.
- Creates work orders for services required to support filming activities and special events.
- Receives revenue from film production companies, maintain records of receipts and forwards to Accounting.

## **Contract Administration**

- Initiates or follows up with contractors/consultants who have been asked by project team to provide quotes.
- Prepares standard notice of contract awards, regret letters, and letters to proceed with work for signature by appropriate individuals.
- Ensures approvals are received at all appropriate stages of the service contract or purchase order.
- Ensures receipt of various documentation, such as insurance, bonding, WorkSafe Clearance Letters, schedules, sub-trades and signed contracts.
- Generates Purchase orders and service contracts for approval by project team. Assists with completion of construction documents by locating and incorporating information.
- Reviews construction contract expenditures for adherence to budgets and completion of work to date, identifies discrepancies and reviews with project team members.
- Generates change orders for contracts as directed and monitors that all change orders are approved by appropriate parties.
- Monitors service contracts for expiry date, current insurance and accumulated values.
- Receives claims and reviews to ensure appropriate documentation is complete for processing payments, including release of builder's lien (in accordance with the Builder's Lien Act and deficiency holdbacks where appropriate; reviews any discrepancies with project team members and follows up with claimant as directed).
- Prepares construction claims documentation; including reviewing Architect's Certificate of Payment, relevant claims documentation, Certificate of Completion and other related documents for review and sign-off by the appropriate project team member.
- Liaises with internal and external stakeholders regarding various project/program information, insurance, funding and administrative related matters.
- Liaises with various BCH departments regarding Special Funding Requests for new project budget requests and scope changes for PRHC group homes and other projects.

## **Program and Project Administration**

- Sets up and maintains diarized systems and schedules, maintains filing system, including electronic and hard copy files.
- Researches and compiles information for status reports, Briefing Notes and Executive Committee/Provincial Rental Housing Corporation (PRHC) Submissions and external client submissions as requested; prepares draft reports or portions of reports in accordance with instructions provided.
- Attends team meetings for information sharing and implementation, distributes meeting agendas, takes and distributes minutes and BC Housing administrative documents.
- Solely responsible (for security purposes) for transferring budgets into Committed Ledger in JDE1 when approved by ExCom

- Requests funds to be made available from Finance to complete financial transactions including property purchases and claims
- Sets up projects in accordance with pre-established templates in the property system, utilizing knowledge of the various funding programs and unique details of project structuring elements
- Reconciles and updates the Commission's records and databases using electronic tools to ensure consistency; reconciles BCH data to information provided by clients, investigates discrepancies and reviews with project team members
- Designs and builds reports and dashboards for regular user access within the branch, working closely with the Business Administration Team where necessary
- Combines data from various sources to produce records and ad hoc/informal reports.
- Liaises with internal and external stakeholders regarding various project/program information, funding and administrative related issues.
- Responds to requests from consultants, Societies and their auditors for summaries of updated project costs; works with these parties to sort out discrepancies

#### **Non-Profit:**

- Liaises with Non-Profit Executives and staff regarding accounting and administrative components of capital construction projects
- Generates and completes GST rebate letter at commencement of project
- Gathers and provides information relating to repayable and forgivable mortgages; calculates amount of mortgage and prepares documents for review and sign-off; forwards to Lending for preparation of the mortgage documents; follows up to ensure registration of mortgages has been completed
- Reviews contractor and consultant invoices for accuracy, ensuring within the total contract amount, appropriate deficiency holdbacks, completed documents on file, appropriate WCB coverage, etc; brings discrepancies to attention of development team, follows up with contractor as necessary and processes for payment
- Works with the project team members to obtain information on ongoing extraordinary expenses, equities, etc.
- Identifies, investigates and resolves discrepancies between BC Housing records, system reporting tools and society financial records.
- Completes legal documentation using standard forms including Promissory Notes, Project Development Funding (PDF) letters and Provisional Project Approval (PPA) Commitments for signature by appropriate project member
- Confirms the Non-Profit's status with Canada Revenue Agency. Liaises with Non-Profit financial officers and auditors as required to ensure outstanding GST receivables are kept current; informs project team of any issues.

#### **Procurement:**

- Assists with administration of consultant and other services, including preparation of Requests for Proposals (RFPs) based on information provided, initial review of proposals, and provision of information for post-completion consultant performance reviews. May provide assistance in the review and evaluation of proposals.
- Prepares service contracts, purchase orders and work orders based on the approved quotes and negotiated terms for approval.
- Prepares mandatory site meeting documentation from a template, generates Addendums; completes contract administration requirements and tendering/contract documents.
- Posts tender calls to commercial bid sites such as MERX and BC Bid.

#### **Other**

- Provides front office reception services for the Housing Hub.
- Identifies and recommends for consideration new administrative processes, procedures, forms etc.
- Provides ongoing orientation and training of administrative processes and procedures to new and existing staff, including post implementation of new and enhanced systems, working closely with the Business Administration Team as appropriate.
- Coordinates travel arrangements, meetings and hospitality services.
- Prepares, reviews and processes P-Card statements.
- Maintains attendance records, vacation and flex day schedules.
- Provides assistance and coverage for other team DAS Administrative Coordinators as required.
- Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

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4. Education, Training and Experience		

Substantial completion of a post-secondary diploma in business or program administration or other relevant discipline, including courses related to contract and accounting administration

Considerable experience in a relevant subject area and in a comparable environment such as the housing, construction or development industry

Front-of-office experience with a development firm is required for certain positions

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

5. Knowledge, Skills and Abilities
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Sound practical knowledge of program/project, accounting, and contract administration, including invitational and public procurement and tendering practices
  - Sound knowledge and understanding of accounting processes
  - Sound practical knowledge of and proficiency in standard word processing, spreadsheet, database and other relevant applications including MS Office (Word, Excel)
  - Some knowledge of construction processes, cash flow, budgeting and scheduling
  - Ability to read and review tender documents, change orders and other contract documentation
  - Ability to work independently as well as function effectively in a team environment
  - Ability to organize and prioritize work to meet deadlines in a fast-paced environment, while responding to numerous diverse and shifting challenges without compromising the quality of the work
  - Ability to exercise tact, diplomacy and good judgment when dealing with a broad range of audiences
  - Ability to find and implement creative and practical solutions to problems.
  - Strong analytical, research and problem-solving skills
  - Strong initiative, follow through skills and attention to detail
  - Strong writing and editing skills
  - Excellent communication, interpersonal and customer service skills

6. Occupational Certification:
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