

**JOB DESCRIPTION**  
BCGEU SERIES

1. Position No. 32051	2. Descriptive Working Title SENIOR ACCOUNTING OFFICER – ACCOUNTS PAYABLE		3. Present Classification AO4
4. Department Financial Services	5. Branch/Section CORPORATE SERVICES	6. Work Location Telework Eligible	Date AUGUST 2013; Revised Aug 2021
7. Position No. of Supervisor 80068	8. Descriptive Work Title of Supervisor COMPTROLLER		9. Classification of Supervisor EXCLUDED MGMT
10. Job Summary:			

Reporting to the Comptroller, the Senior Accounting Officer (Accounts Payable) supervises the day to day operations of BC Housing's Accounts Payable department. He/she/they establishes team goals and policies, develops effective business metrics, and conducts periodic reviews of accounts payable processes to ensure operational targets of the team are being met.

11. Duties:
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1. Supervises the efficient processing, recording and reconciliation of all accounts payable transactions for BC Housing and coordinates the monthly and weekly payment disbursements for supplier vouchers due for payment.
2. Establishes and implements short and long term AP team goals, policies and operating processes, ensuring alignment with effective financial management and generally accepted accounting practices.
3. Develops effective business metrics and reporting techniques to measure the company's accounts payable performance; continually assesses reporting tools and improves or designs new reports as required.
4. Conducts regular periodic reviews of the accounts payable process. Makes actionable recommendations to implement changes to solve problems, or achieve compliance with control policies. Recommends updates where applicable to operating policy and financial procedures.
5. Maintains status reports and department statistics for the purpose of monitoring the accounts payable performance of business areas, and works closely with branches/business units in identifying and rectifying problems.
6. Conducts regular review and audit of travel claims to ensure the claim expenses are within the limits established by the Collective Agreement and the Terms and Conditions of Employment for Excluded Management. Identifies and resolves non-compliance issues.
7. Facilitates the payment of annual grants in lieu of property taxes and municipal utilities fees for properties owned by PRHC and/or directly managed by BC Housing.
8. Performs a variety of accounting functions including monthly account analysis, adjustments and reconciliations
9. Assists Comptroller/Director Finance in preparing business requirements for the IT department where changes in JDE are required (eg. JDE upgrades) maintains a solid partnership relationship with the IT group to ensure quality execution of business requirement changes specific to JDE Accounts Payable Module.
10. Maintains an expert understanding of the JDE system specific to accounts payable and travel claims processing.
11. Works closely with the Comptroller and Assistant Comptroller to coordinate departmental activities to ensure timely completion of the year end audit and prepare working papers, schedules and other materials

12. Assists with operational and strategic issues as they arise and provides strategic recommendations to the Comptroller.
13. Develops and delivers training sessions and provides advice and guidance to BC Housing staff on a range of accounts payable matters. Provides training to all users on system changes related to the accounts payable module.
14. Liaises with various clients including societies, non-profit organizations, tenants, contractors and suppliers in exchanging information and advising of accounts payable policies and related matters
15. Supervises accounts payable staff by:
  - Creating an environment that allows for a supportive and progressive attitude, and promotes improved performance through counselling and coaching
  - Recommending staffing plans to accomplish the business activities in accounts payable
  - Organizing and delegating work, establishing schedules and deadlines according to changing priorities, and monitoring productivity of staff
  - Providing staff with the information and training necessary for the conduct of their assigned duties.
  - Monitoring performance, completing performance evaluations, identifying performance issues, and under the guidance of the Comptroller, taking appropriate disciplinary action,
  - Establishing a work environment that empowers staff to be accountable.
16. 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

1. Position No. 32051	2. Descriptive Working Title Senior Accounting Officer - AP	3. Present Classification AO IV
4. Education, Training and Experience		

Bachelors degree in accounting or other relevant field.

Considerable progressive job experience in the accounting/finance field with particular emphasis on accounts payable and payment processes in the public sector.

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

5. Knowledge, Skills and Abilities		
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Personal Effectiveness</li> <li>• Communication</li> <li>• Results Oriented</li> <li>• Teamwork</li> <li>• Service Oriented</li> </ul>		
<p><b>Leadership Competencies:</b></p> <ul style="list-style-type: none"> <li>• Alignment &amp; Results</li> <li>• Team Development</li> <li>• Relationship Building/Management</li> </ul>		
<ul style="list-style-type: none"> <li>• Considerable knowledge and understanding of the practices of accounting and financial administration, particularly relating to accounts payable</li> <li>• Considerable knowledge of the Builders' Lien Act, Goods and Services Taxes, and construction and service contract documentation</li> <li>• Ability to learn and understand the Commission's mandate, its operating/administrative requirements, and related business processes and practices</li> <li>• Ability to exercise good judgement and initiative</li> <li>• Ability to deal with clients with diplomacy and tact and provide accounting advice to staff with non-financial backgrounds</li> <li>• Ability to guide, train, coach and motivate staff in a team setting</li> <li>• Strong investigative, conceptual thinking and problem solving skills</li> <li>• Excellent written and verbal communication and interpersonal skills, and ability to work with a variety of clients</li> <li>• Strong supervisory and leadership skills</li> <li>• Strong organizational skills and ability to handle multiple tasks and work under tight deadlines with changing priorities</li> <li>• Proficiency in using computer applications applicable to the work, including Excel.</li> </ul>		
6. Occupational Certification		