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| <b>TITLE:</b><br><b>Accounts Payable and Contract<br/>Administration Coordinator</b> | <b>CLASSIFICATION:</b><br><b>Clerk R14</b>                 |
| <b>POSITION NUMBER:</b><br><b>00125615</b>   | <b>SUPERVISOR TITLE:</b><br><b>Chief Financial Officer</b> |

### CONTEXT

The Office of the Representative for Children and Youth hosts a Corporate Shared Services unit supporting two offices of the Legislature: the Office of the Representative for Children and Youth and the BC's Office of the Human Rights Commissioner. The services provided under the memorandum of understanding include finance, facilities, information technology and privacy, and human resources.

The Representative for Children and Youth (RCY) provides advocacy support to people dealing with the child and youth service system, monitors and reviews government services to children and youth and reviews and investigates selected deaths and critical injuries of children and youth who are receiving services, with a focus on First Nations, Métis, and urban Indigenous children and youth. The BC's Office of the Human Rights Commissioner (BCOHRC) promotes and protects human rights through research, policy development and public inquiries into issues of systemic discrimination.

RCY and the BCOHRC share the values of promoting dignity and respect and upholding the rights of marginalized individuals and communities. The offices are committed to ensuring that policies, procedures and practices are rights-based, culturally attuned and agile. We honour the unique backgrounds, viewpoints, rights and beliefs of children, youth and adults; everyone is treated with dignity, equality and trust.

### JOB OVERVIEW

Reporting to the Chief Financial Officer, the Accounts Payable and Contract Administration Coordinator is responsible for providing a variety of financial support services (including contract administration) and coordinating financial operations of the office. The position is a single financial position providing services to multiple program areas and office locations.

### ACCOUNTABILITIES

- Provides financial support such as monitoring expenditures, coding and processing refunds/recoveries, journal vouchers, invoices, reconciling corporate credit card expenditures and administers the office petty cash accounts.

- Reviews and completes the necessary financial data entries to process and ensure the completeness of supporting documentation for timely payments to existing and new contractors, vendors and suppliers.
- Oversees and monitors office processes to ensure adequate accountability through audit trails, financial controls and records management.
- Assists with fiscal year end management, including compiling accruals and producing appropriate adjustments as warranted.
- Reviews and reconciles the monthly financial management reports for actual expenditures, assets and liabilities and analyses variances.
- Responds to and resolves complex and sensitive payment and/or accounts receivable issues involving communication with staff, contractors and/or outside agencies.
- Coordinates revenue management processes including depositing cheques and reconciling office bank accounts.
- Coordinates the corporate credit card program for the Office(s), including ordering, issuing and tracking card usage and providing information to staff on appropriate card usage.
- Prepares training materials and trains employees on the rules and regulations pertaining to travel expenses, the Office's Business Travel Account (BTA) and use of the government travel and credit cards, assists with problem management related to credit card and travel card use.
- Provides contract administration services by acting as a contract administrator on the contract procurement cycle, updating draft agreements with specific contract terms, following agreed upon procedures and tracking expenditures while ensuring processes adhere to government policy and identifying and recommending resolution to contract management issues.
- Develops accounting procedures and techniques to ensure compliance with government policies and requirements.
- Searches, verifies and assesses accuracy of information and processes and resolves or escalates problems.
- Provides information on financial policy, procedures and controls.
- Exercises authority as a qualified receiver for the purchase of goods and services.
- Supports best practices in procurement and payment processing.

## **JOB REQUIREMENTS**

- Secondary School graduation or equivalent combination of education and work experience.
- Training in or experience of basic accounting, accounting principles, procedures and financial policies.
- Two years experience in processing accounts payable and receivable in a computerized environment.
- Two years directly related financial and contract administration experience.

*Preference may be given to candidates who have one or more of the following:*

- Completion of some post-secondary financial coursework.
- Two or more years recent experience processing accounts payable in B.C. provincial government using CAS (corporate accounting system).
- Two or more years directly related financial and contract administration experience in a government environment.

In order to achieve a representative team, preference may be given to those applicants with lived experience with the rights of children, youth and/or adults, which could be through the applicant's own identity and/or personal experiences.

Please note that applicants must be able to successfully meet RCY security screening requirements which include a criminal record check and Criminal Records Review Act (CRRA) check.

## **COMPETENCIES**

- **Indigenous-Centred Service Approach** is a desire to serve Indigenous peoples, focusing one's efforts on understanding their interests in order to increase the quality of the service and produce better outcomes.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous peoples.
- **Listening, Understanding and Responding** involves the desire and ability to understand and respond effectively to other people from diverse backgrounds.
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Service Orientation** implies a desire to identify and service customers / clients, who may include the public, co-workers, other branches / divisions, other ministries / agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer / client.
- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.

**For more information on competencies, see:**

[Competencies for Interviews & Hiring - Province of British Columbia](#)

[Indigenous Relations Behavioural Competencies - Province of British Columbia](#)