

Competition #69393

Office of the Representative for Children and Youth

Accounts Payable and Contract Administration Coordinator

Clerk R14, Schedule A

Permanent, full-time under the *Public Service Act*

Location: Victoria, B.C.

Salary: \$49,145.98 - \$55,609.08

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 particular 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.

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.

Please note:

- This position is excluded from union membership
- An eligibility list may be established for similar positions within the same geographic location
- 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
- Some travel may be required
- The successful applicant requires a police record check and is subject to a criminal record review.

TO APPLY:

1. Review the [job profile](#)
2. Submit a cover letter and resume detailing your relevant work experience and how you meet the stated qualifications
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to jobs@rcybc.ca.

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible. Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

Only those applications submitted to the Office of the Representative for Children and Youth directly at jobs@rcybc.ca will be considered. DO NOT apply for this position by submitting your profile on the BC Government Hiring Centre website.

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

Your application must be received by 5:00 p.m. on Monday, May 25, 2020.

By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.

Contact:

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