



<b>TITLE:</b> <b>Accounts Payable and Contract Administration Coordinator</b>	<b>CLASSIFICATION:</b> <b>Clerk R15</b>
<b>POSITION NUMBER:</b> <b>00125615</b>	<b>SUPERVISOR TITLE:</b> <b>Chief Financial Officer</b>

### ORGANIZATIONAL CONTEXT

The Representative for Children and Youth (RCY), an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. The Representative's Office is mandated to provide direct advocacy support to children and youth who are connected to the child and youth service system; to monitor and review government services for children and youth; and to review and investigate deaths and critical injuries of children and youth in B.C.

Two interconnected priorities for RCY are to: 1) identify and advocate for ways to address the over-representation of First Nations, Métis, Inuit and Urban Indigenous children and youth in government care and connected to child welfare services; 2) meaningfully and ethically engage with children, youth, young adults and the community members who care about and for them to enhance RCY's understanding about their lived and living experience, especially with systems of care.

To support these priorities, RCY is committed to becoming a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns with and opportunities to improve the experience of and outcomes for First Nations, Métis, Inuit and Urban Indigenous children and youth in need of services.

The Office of the Representative for Children and Youth hosts a Corporate Shared Services unit supporting BC's Office of the Human Rights Commissioner (BCOHRC). BCOHRC exists to address the root causes of inequality, discrimination and injustice in B.C. by shifting laws, policies, practices and cultures. They do this work through education, research, advocacy, inquiry and monitoring. The shared services provided include finance, facilities, information technology and privacy, and human resources.

RCY and 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.

## **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

Required:

- 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 applicants as follows:

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

Preference may be given to Indigenous, Black or racialized, LGBTQ2S+, people with diverse gender identities or expressions, and/or people with disabilities.

To assist us with screening, please ensure your application clearly indicates that you self-identify as having one or more of the qualifications or identities listed above. Please note that if you have another identity typically under-represented in the public service, please indicate this in your application to assist us in the review process. We will hold your application in strictest confidence, sharing it only with the hiring panel.

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 (CRRRA) check.

## COMPETENCIES

- **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](#)