

TITLE: FINANCIAL ADMINISTRATOR?**CLASSIFICATION: CLERK 15****JOB OVERVIEW**

BC's Office of the Human Rights Commissioner (BCOHRC) exists to address the root causes of inequality, discrimination and injustice in B.C. by shifting laws, policies, practices and cultures. We do this work through education, research, advocacy, inquiry and monitoring.

Reporting to the Chief Financial Officer, the Financial Administrator is responsible for providing a variety of financial support services and coordination of financial operations for the office. The position may be required to work onsite at least one day per week in BCOHRC's Vancouver or Victoria office. This position provides services to multiple departments in a hybrid work environment including fully remote employees throughout the province.

ACCOUNTABILITIES

- Provides financial support such as processing accounts payable/accounts receivable monitoring expenditures, coding and processing refunds/recoveries, journal vouchers, invoices, reconciling corporate credit card expenditures, capitalize assets and administers the office petty cash accounts.
- Communicates with CAS, Ministry of Finance, TELUS and other ministries /agencies regarding accounts work. 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.
- Carries out all with fiscal year-end close-off and new fiscal year start up activities.
- Produces reports for entry into the Public Accounts, such as supplier, travel, and transfer verifications.
- 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,

Date: February 7, 2024

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.
- May be required to travel on occasion.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

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.
- A minimum of two years recent experience processing accounts payable in BC Public Service using CAS (corporate accounting system).
- A minimum of two years directly related financial and contract administration experience in the BC Public Service environment.
- Experience/training in keyboarding and other standard computer applications, specifically MS Office Suite (Word, Excel, Outlook).

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required.

Preference may be given to applicants as follows:

- Completion of some post-secondary financial coursework.
- To complement the diversity of the BCOHRC team, preference may be given to applicants who are Indigenous, Black or racialized, people with diverse gender identities or expressions, sexual orientations and/or, people with disabilities.
- Experience working in an environment that supports or promotes human rights, equality and justice.
- Lived experience with human rights work, which could be through your own identity and/or personal experiences related to human rights.

KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to and passion for human rights.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous peoples.

BEHAVIOURAL COMPETENCIES

- **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.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

For more information on competencies, see:

[Competencies in the BC Public Service](#)

[BC Public Service competencies list](#)

[Indigenous relations behavioural competencies](#)