JOB DESCRIPTION: Financial and Administrative Clerk (17485)

DEPARTMENT: Norman B. Keevil Institute of Mining Engineering

Job Summary

The Financial and Administrative Clerk (Clerk) is responsible for providing administrative and financial support for a newly established, interdisciplinary, coalition-based, international Institute focused on improving the capacity of developing country governments to optimize the contribution of mining, oil and gas production to sustainable economic growth and poverty reduction. The Institute is funded through a five-year start-up contribution from Foreign Affairs, Trade and Development Canada (DFATD, formerly CIDA) and operates across three coalition member academic sites: University of British Columbia (UBC), Simon Fraser University (SFU), and École Polytechnique de Montréal (EPM).

The Administrator is a key member of the administrative team and provides a range of financial processing services, as well as general office and event administrative support across coalition institutions in an interdisciplinary, international arena. This position requires a high degree of discretion and confidentiality.

ORGANIZATIONAL STATUS

Reports to and receives assignments from the Financial Analyst, Human Resources Coordinator and works closely with the Finance Manager. Works in close collaboration with members of the administrative team.

Personnel are located across three academic coalition member sites in Canada with contract personnel working in Canada and internationally.

WORKING CONDITIONS

Works in a workstation at the Institute main office on the UBC Point Grey campus. Position may require a limited amount of local travel.

WORK PERFORMED

Administrative

- Manages and trouble-shoots all administrative elements of running the Institute including space, materials, equipment and supplies etc.
- Develops, in collaboration with Institute staff and faculty, an Institute Policy and Procedures Manual. Ensures administrative policies and procedures are followed.
- Coordinates all procurement of supplies, equipment and services required by the Institute, ensuring adherence to procurement policies. Initiates and purchases equipment and other related
items, such as computer equipment, field and safety equipment, furniture etc. Provides support to the Institute in obtaining funding for equipment and minor capital budgets.

- Provides administrative coordination for Institute meetings and events including room bookings, itineraries, invitations, distribution of meeting materials, name place holders, AV/ttech needs etc.
- Liaises with UBC Properties Trust and property management company regarding leased space, including general maintenance of space, repairs, moves, etc. Responsible for administration of office keys and alarm monitoring.
- Maintains and fosters working relationships with various UBC and coalition member units to facilitate administrative activities including shared access to space and equipment, etc., including Keevil Institute, Applied Science, Finance, Procurement, Human Resources, IT, SFU Beedie School of Business.
- Monitors and reports on the environmental management plan in relation to the Institute’s administrative activities.
- Ensures regular administrative meeting schedule including developing agendas and tracking completion of action items.
- Makes recommendations and decisions regarding workspace for faculty, staff and students.
- Monitors department’s social environment and develops systems to ensure regular social activities are planned that contribute to staff team building.
- Replies to standard email queries, prepares basic correspondence and contributes to website content, as appropriate.
- Attends meetings and workshops as required.
- Performs other assignments and special projects at the request of the Director, IDM.

Financial

The Financial and Administrative Clerk is responsible for processing payment requisitions requiring accuracy and attention to detail and in accordance to the University, FMS, and Faculty of Applied Science Policy and Procedure guidelines as well as guidelines outlined by funding agencies.

- Processes Institute financial transactions including matching and checking invoices; processing payments and travel reimbursements (including advances) using Smartforms via FMS Online; processing internal journal vouchers and transfers between accounts; assisting in reviewing and reconciling monthly ledgers; preparing and processing claims; maintaining petty cash and financial filing systems; and responding to enquiries regarding payment of invoices.
- Posts, verifies, balances, extends and reconciles financial statements. Prepares summaries as required. Corrects discrepancies within revenue and expense accounts involving high volume, varied and detailed records. Troubleshoots and problem solves to resolve routine errors and discrepancies; non-routine errors are referred to senior finance staff.
- Maintains computerized accounting systems as developed by UBC and/or the Institute.
- Prepares invoices as directed and monitors receipt of payments.
- Provides payroll transaction support via time sheets and appointment forms.
- Processes international financial transfers, calculating appropriate exchange rates and updating reports as required.
- Collaborates with Institute staff on the tracking of matching funds including in-kind donations, specifically according to funder (DFATD) requirements.
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- Participates in the formulation and implementation of new work procedures and forms.
- Performs other related tasks as required.

SUPERVISION RECEIVED

Reports to the Finance Analyst, Human Resources Coordinator, and works closely with the Revenue Monitoring Manager. Works under general managerial direction in assigned areas of responsibility. Work is reviewed in terms of effectiveness within established policies and guidelines. Interacts and communicates with Institute staff and faculty across the three coalition member sites as well as coalition member human resources and administrative personnel. Officer is required to exercise judgment and initiative in duties and responsibilities.

SUPERVISION GIVEN

May supervise students (workstudy or worklearn programs).

CONSEQUENCES OF ERROR/JUDGMENT

Effective administrative and financial data processing is critical for the success of the Institute. Errors in data entry are not usually detected until the expense appears in a ledger at the time of reconciliation and can cause substantial time loss to correct. The Financial and Administrative Clerk must use existing procedures and guidelines when troubleshooting and resolve a variety of work related problems and plan the sequence of duties, the work methods to be employed, and the action to be taken when solving these problems.

Errors in execution and judgment could undermine the Institute's ability to achieve its mandate.

The Institute will have significant reputational benefits to UBC and its coalition members. Mismanagement of this portfolio would have significant reputational consequences for faculty and schools associated with the Institute and their ability to carry out the functions required by this grant-funded Institute, and could result in loss of funding or loss of key partnerships.

QUALIFICATIONS

Experience & Education

High School graduation and business training in office procedures and practices (bookkeeping and/or recordkeeping preferred). Minimum of two years related experience, or the equivalent combination of education and experience. Experience working in a college or university environment preferred. Knowledge of UBC Financial Policies and Procedures is an asset.

Skills

- Ability to compose correspondence, reports and other written materials using clear, concise business English.
- Ability to effectively use word-processing, spreadsheet and database applications at an intermediate level (MS Office Suite preferred).
- Ability to exercise judgment, tact, discretion and creativity.
- Excellent interpersonal, customer service, and organizational skills, with the ability to multitask and juggle many priority projects at once.
• Ability to work effectively and collaboratively within a team environment.
• Ability to assess implication of developments, anticipate issues and help develop proactive strategies to mitigate risk.
• Ability to deal with a diverse group of people in a calm, courteous and effective manner.
• Ability to maintain accuracy and attention to detail.
• Ability to operate the normal range of office equipment and automated systems as may be required in the performance of duties, such as data entry systems, copying machines, calculators, etc.

Please apply online through UBC Careers at: http://www.hr.ubc.ca/careers-postings/staff.php

Job ID #17485

Submit a cover letter and resume by: January 27, 2014

The Search Committee would like to thank all applicants for their interest but will only be able to contact those invited for an interview.