



JOB DESCRIPTION

<u>JOB TITLE:</u>	ADMINISTRATIVE COORDINATOR 1	<u>SCHEDULE:</u> B
<u>DIVISION:</u>	INFORMATION & SYSTEM TECHNOLOGY	<u>PAYGRADE:</u> 9
<u>DEPARTMENT:</u>	ADMINISTRATIVE SERVICES	

JOB SUMMARY:

The incumbent is responsible for providing administrative support to the Information & System Technology Division and providing consistent, professional service to clients, outside agencies and other City divisions and departments. The incumbent acts as the division's expert for all payroll related issues and financial matters and assists management with budget preparation and administration. The incumbent is responsible for monitoring and reconciling the capital and operating accounts, accounts payable, and overseeing and reconciling purchase card statements. The work requires utilizing numerous specialty software programs and producing a wide variety of reports related to the division's operational activities, and provides asset and license management support. Additional responsibilities include assisting with the development and maintenance of guidelines and procedures, process improvements, and assisting with special projects. Performs related duties.

This role includes regular physical demands such as crouching, stooping, kneeling, and lifting/moving equipment weighing up to 40 lbs.

MAJOR RESPONSIBILITIES:

Under the general supervision of the Manager, IT Services Division

Provides accounting services to the IT Services Division by:

- completing monthly balances and preparing year end working papers;
- checking and approving bills and invoices for the division;
- preparing revenue accounts, journal entries, budget transfers and amendments, invoices, cheque requisitions and other financial documents;
- preparing work orders;
- researching, analyzing and interpreting budgets and expenditures;
- coordinating information and preparing and/or entering a variety of budget related documents;
- preparing reports and reconciling a variety of accounts;
- entering numerical data;
- overseeing the financial and contractual obligations of service contractors;
- assisting with the preparation and research of variance reports;
- assisting the IT Manager with budget development;
- monitoring and coordinating information and preparing a variety of capital and budget-related documents;

Provides administrative support to the IT Services Division by:

- providing consistent, professional customer services to both internal and external customers;
- representing the division as required on City committees and work groups;
- developing and maintaining spreadsheets and databases as required;
- ensuring filing systems are set up and maintained, and archiving file in accordance with the City's records management practices;
- generating, validating and distributing divisional mobile device bills;
- purchasing all office supplies and specialty orders;
- coordinating repairs of office equipment;
- performing import and export of financial data to and from other systems as required;
- posting communications on public bulletin boards as needed;
- conducting research required/requested by other divisions;
- assisting IT staff with accessing software licensing keys and codes;
- assisting IT Leadership with provision of secure building access fobs and codes;
- performing related duties and providing support for special projects as required.

Provides asset management support by:

- preparing the annual asset valuation report;
- recording all asset information in IT Asset Database, including the addition of new assets, the modification and/order decommissioning of existing assets;
- reporting and reviewing asset information;
- confirming status, location and assignment to staff;
- tracking, reconciling and reporting of Microsoft licenses;
- tracking contract maintenance renewal;
- initiating cancellation of contracts as required;
- managing the distribution of software and tracking/reporting of software licenses.

Acts as the division's payroll expert by:

- providing advice to staff on the appropriate entitlements in accordance with the CUPE Collective Agreement;
- ensuring that all time is entered accurately and in a timely manner;
- regularly monitoring various forms of accruals and following up on discrepancies;
- regularly monitoring sick leave usage and coding time appropriately;
- ensuring that the IT Leadership is informed of any discrepancies and/or issues;
- liaising with Human Resources on a variety of staffing and payroll matters.

As required, performs physical tasks including:

- lifting and carrying objects weighing up to 40 lbs;
- standing, bending, stooping and kneeling;
- occasionally working in dirty/dusty conditions.

QUALIFICATIONS:

Education: High school graduation plus completion of a one-year college certificate program in business or a related field, including accounting course(s), from an accredited post-secondary institution recognized in the BC Transfer Guide.

Experience: Minimum three years' experience in an administrative position, including administering budgets, time entry, preparing invoices, handling cash and payments, processing accounts receivable and accounts payable. Experience in asset data base management is considered an asset.

Knowledge and Skills: Thorough knowledge of administrative practices and accounting principles. Considerable skill and demonstrated competence with word processing, spreadsheet and other software programs related to the work. Comprehensive knowledge and demonstrated skills with integrated financial management software. Ability to maintain sustained attention to detail in preparing, recording and checking various transactions. Ability to facilitate problem resolution. Exceptional ability to self-motivate and to function with minimum direction and supervision. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Ability to work within, and contribute to, a proactive team environment. Ability to handle multiple tasks and projects, and effectively meet deadlines. Demonstrated commitment to customer service. Strong organizational and time management skills. Excellent verbal and written communication skills. Ability to make repetitive numerical calculations with speed and accuracy and to control and balance various records and summaries. Knowledge of and demonstrated skills of related computer applications pertaining to the work, such as but not limited to City Ware and Sharepoint, with an intermediate level of skill with Microsoft. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Drivers license:	Yes
Vehicle Usage:	No
Police Information Check:	No

Prepared by:	Bradshaw / Flannagan
Date prepared:	January 2013
Date revised:	March 2020
Revised by:	B. McCloskey/S.Young