

The BC Centre for Ability provides community based services that enhance the quality of life for children, youth and adults with disabilities and their families in ways that facilitate and build competencies, and fosters inclusion in all aspects of life.

Financial/Contract Administrator

Classification: Financial/Contract Administrator I

Benchmark: 80800

Status: Regular, Full-time

Salary Range: \$24.62 to \$26.49 Hourly

Pay Grade: 12

Employee Group: BCGEU

Available Date: March 1, 2018

Job Summary

Provides financial and/or contract administration support in the development, administration and control of budgets, grants and/or contracts with external agencies and service providers. May supervise staff.

Qualifications

Education, Training and Experience

- Diploma in Financial Management and enrolled in a professional accounting program
- Recent, related experience of three years; or an equivalent combination of education, training and experience; or other qualifications determined to be reasonable and relevant to the level of work
- Proficiency in MS Word and Excel

Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize and prioritize
- Ability to type at 50 wpm
- Knowledge of Business English and business writing skills
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of principles and practices related to financial and budget management
- Ability to supervise
- Ability to develop, evaluate, and monitor financial systems and procedures

Responsibilities

- Opens and assigns file number to the client file; reviews contracts and/or budgets to ensure all legal and policy requirements are met, such as ensuring that:
 - Sufficient funding is available.
 - Associated contract schedules are in accordance with related directives.
 - External contracts are registered in the insurance program for contractors.
- Identifies anomalies and non-compliance to the supervisor.
- Prepares and evaluates contracts for sub-contractors by utilizing information provided by the Community Coordinators.
- Monitors contracts and budgets through to expiration or end of fiscal period by performing duties such as monitoring expenditures against budgets, conducting internal and external financial reviews to check for compliance with terms, identifying anomalies and discrepancies and recommending solutions and options to the supervisor.
- Investigates and resolves problems related to contract and budget administration and modifies and enhances contracts and budgets as required, in accordance with established policy.

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Responsibilities - Continued

- Performs budget duties such as gathering relevant information, preparing preliminary budgets, determining budget implications of expenditures and reviewing budgets of service providers for reasonableness.
- Assists the Community Coordinators responsible for contracts and budgets by performing duties such as providing information related to legal and policy requirements of budgets and contracts and providing guidance, advice and recommendations related to contract terms and conditions.
- Reviews all invoices to ensure calculation accuracy and forward to Community Coordinators to ensure that services/goods have been received and submits processed invoices to the Finance Department for payment via cheque requisition process.
- Performs projections, forecasts and analyses, including providing costing information to managers during contract negotiations.
- Prepares reports such as statistical summaries.
- Develops and maintains data tracking mechanisms such as databases and record keeping systems.
- Provides input and feedback regarding office procedures and systems to the supervisor.
- Performs other related duties as assigned.

Working Conditions & Provisos

- Physical ability to carry out the duties of the position
- Appointment subject to satisfactory completion of a criminal records check

Application Information: To apply, e-mail your resume and a cover letter, quoting the job title in the subject line of your e-mail to Nina Raskovic, Finance and Operations Manager at Nina.Raskovic@bc-cfa.org.

Closing Date: Friday, February 16, 2018 at 5 p.m.

*We are committed to enhancing our diverse workforce.
We thank you for your interest and advise that only those shortlisted will be contacted.*