

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: FACILITIES ACCOUNTING CLERK

QUALIFICATIONS:

1. Secondary school graduation and completion of a 1 year program in Office Administration plus college courses in Financial Accounting and/or knowledge of accounting and financial procedures and practices.
2. Minimum of 2 years experience in bookkeeping/accounting and prior experience at the Secretary II level of 4 years or the equivalent.
3. Advanced knowledge of relevant software programs, including the ability to import/export data between programs (Windows, First Class, Word, Excel, Access, SDS Telnet, Capital Work Order program, Maintenance Connection Work Order Program).
4. Advanced knowledge or training in the use and support of District Maintenance Connection Work Order Program.
5. Is able to read, understand and interpret the Collective Agreement and District policies and procedures and provide input to staff and supervisors.
6. Working knowledge of Ministry requirements for Capital funding expenditures and reporting processes.
7. Demonstrated financial management skills and ability to analyze financial data and prepare reports.
8. Knowledgeable about relevant WorkSafe BC regulations and safe work practices necessary in a Facilities/School/Office environment.
9. Ability to plan, organize and establish office procedures and prioritize work to predict upcoming workloads and deadlines without supervision.
10. Ability to record and produce minutes of meetings.
11. Excellent communication skills and knowledge of business English, spelling, grammar, punctuation, general office practices and accounting procedures.
12. Ability to work as a team member and establish effective working relationships with administration, teachers, support staff and other professionals including agency representatives.
13. Able to perform diversified tasks with constant interruptions without supervision and under pressure of large workload and deadlines.
14. Able to get along well with people and to use tact, diplomacy and persuasion to resolve problems or obtain services.

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15. Ability in exercising discretion and respects confidentiality of all discussions with staff and all matters related to this position.
16. Accountable for care, accuracy and attention to detail in all aspects of work and provision of service.
17. Ability to type a minimum of 60 words per minute.
18. Able to operate and perform basic trouble shooting on all office machines and equipment.

RESPONSIBLE TO: Director of Facilities

SUPERVISES: As assigned

JOB GOAL:

To assist and relieve the Director of Facilities of administrative detail so he may devote maximum attention to Facilities administration. This position includes considerable variety and complexity in which the incumbent is responsible for organizing and directing the office administration of Capital Projects, Annual Facility Grant, Maintenance and Grounds Departments. The incumbent is responsible for the effective provision of financial administrative, functions, secretarial, clerical and customer service in Facilities. The work in this position is distinguished by the greater complexity of Facilities' operations, projects and financial management. A current working knowledge of school, district and ministry policies, financial funding and procedures is required. Work is performed under minimal supervision with a high degree of independent judgment and action in dealing with a variety of assignments and situations. The incumbent exercises courtesy, discretion, and diplomacy in explaining and interpreting Facilities and District rules, policies and procedures and in supplying information and assistance to staff, agency representatives, students, parents and the public. Considerable judgment and independence are required to perform most duties.

PERFORMANCE RESPONSIBILITIES:

1. Provides financial administrative functions for Facilities Department. Prepares detailed reports and forecasts expenditures for operating and capital project accounts.
2. Prepares budget documents and assists in preparation of Annual Facility Grant, Capital and Operating budgets. Identifies capital expenses for year and reports to the Director of Finance.
3. Monitors actual spending to budget estimates, notes variances and reports to the administration.

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4. Prepares reconciliation of accounts and provides up to date accurate account information to Director of Facilities and Manager of Planning and Projects.
5. Sets up and manages system of procedures for Capital Work Orders – issues, commits funds, decreases committed funds, records all capital expenditures (including gst rebate) and labor costs. Closes Capital Work Orders and charges out any refundable or outside users
6. Sets up and manages Maintenance Connection Work Order database for district use. Manages security and access. Trouble shoots and provides training and support to users. Sets up and manages assets, labour and charge out rates, requesters, preventive maintenance programs and procedures, specialized reports.
7. Checks and processes purchasing card receipts, ensures expenditures are coded accurately and reconciles monthly statements.
8. Checks and processes invoices and ensures expenditures are coded accurately.
9. Obtains PO numbers from SDS system, processes requisitions and sets up annual standing PO's for Facilities Department. Processes cheque requisitions.
10. Maintains file of current stock material costs and charge out as required to work orders.
11. Liaises with staff, professionals, agencies and various school district departments and communicates any potential problems to the Director of Facilities. Respects the confidentiality of correspondence and discussions. Deals with emergency requests from schools as necessary.
12. Prepares and manages weekly checkout list for Maintenance/Capital/Grounds personnel and keeps accurate log of all employee absences. Signs out employees at end of work day and advises Supervisor as per WorkSafe BC regulations.
13. Monitors WorkSafe BC work procedure for employees working alone or in isolation.
14. Prepares payroll timesheets and ensures salary accounts are coded accurately and tracks employees flex time and boot allowance. Orders and maintains records of cell phone and uniforms allocation.
15. Maintains and monitors vacation schedule and record of vacation taken by Maintenance, Capital and Grounds personnel. Tracks vacation time earned by personnel crossing from other departments. Prepares staffing report for Facilities.
16. Maintains and monitors labor offset hours by trade.

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17. Prepares and maintains spare list for maintenance, trades and laborers and calls in personnel for work as required.
18. Acts as recording secretary for Facilities Personnel meetings, prepares agendas and schedules meetings.
19. Assists in preparing orientation material.
20. Composes and types a variety of letters, memos, forms, financial reports, office procedures, etc.
21. Ensures that all work expected by the Director of Facilities is accurately completed on time and coordinates flow of work to ensure maximum efficiency of all administrative functions.
22. Operates office machines and uses relevant software programs as required.

TERMS OF EMPLOYMENT: Twelve-month year.

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EVALUATION

DATE: April 21, 2017

JOB TITLE: Facilities Accounting Clerk

Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional programme of up to one year or equivalent.
2. Experience	7	105	Four years and over.
3. Judgement	5	50	The job requires the development of procedures.
4. Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5. Physical Effort	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6. Dexterity	4	24	Employee is required to perform tasks that demand the accurate coordination of fine movements, where speed is a secondary consideration.
7. Accountability	5	50	Actions could result in major loss of time or resources; OR cause severe embarrassment within the organization and have serious impact on its public image.
8. Safety of Others	1	8	Little degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	4	40	Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information.
11. Disagreeable Conditions	3	30	Minor conditions with frequent exposure; OR Major conditions with occasional exposure.
TOTAL POINTS		409	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____