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## JOB DESCRIPTION

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| <b>Division:</b>     | <b>FINANCE AND INFORMATION MANAGEMENT</b> |
| <b>Job Title:</b>    | <b>Records and Accounting Clerk</b>       |
| <b>Job Type:</b>     | <b>Regular, full-time, permanent</b>      |
| <b>Reports to:</b>   | <b>Finance Manager</b>                    |
| <b>Date posted:</b>  | <b>July 9, 2021</b>                       |
| <b>Closing Date:</b> | <b>August 12, 2021</b>                    |

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### **Summary:**

The Central Coast Regional District is looking for a customer service and detail-oriented Records and Accounting Clerk. If you have a can-do attitude, are exceptionally well organized and are detailed and results oriented, then we want to hear from you!

The Records and Accounting Clerk performs a variety of information management and bookkeeping tasks foundational to CCRD's governance and administration and as such directly supports all the Regional District's services and governance bodies.

This position offers a competitive salary, an extensive benefits package, and the opportunity to work with an outstanding team.

### **Key Responsibilities**

As well as a thorough knowledge of bookkeeping principles and practices, this position requires an understanding of the legislation relevant to public records as you will be assisting members of the public, elected officials, and CCRD staff in the application and interpretation of various laws, including: the

*Freedom of Information and Protection of Privacy Act, the Local Government Act and Community Charter.*

Reporting to the Finance Manager, this position performs all clerical functions associated with financial management and record keeping. This position will also perform other tasks related to general administration as assigned by the Finance Manager.

Specific responsibilities include:

- Maintenance of CCRD's paper and digital records and providing clerical support to all members of the organization toward the same.
- Assists the Finance Manager and CAO in developing protocols and policies for records and information management to ensure a high standard of archival management and public access to information.
- Supports CCRD staff and officials in complying with CCRD record and information management policies and protocols and in maintaining a high standard of adherence to CCRD's legislative information management responsibilities.
- Ensures CCRD record orderliness and general office neatness is maintained.
- Undertakes a comprehensive program of transferring hard-copy files to CCRD's digital records system and supports all CCRD staff and officials in ensuring the digital record is complete spanning all CCRD services.
- May oversee temporary or casual labourers assisting in maintaining record orderliness and general office neatness.
- May oversee temporary or casual labourers assisting in scanning and archiving into CCRD's digital records system.
- Ensures CCRD digital record system is regularly backed up and stored in a secure location.
- Ensures CCRD hard copy records are orderly and secured.
- Ensures office and record security protocols are well communicated to all staff, understood, and observed.
- Ensures all CCRD record keeping complies with legislative requirements and assists CCRD principals to develop strategies to achieve excellence in information management.
- Assists the CAO in processing requests under the *Freedom of Information and Protection of Privacy Act* as required.
- Provides information to the public generally, particularly fostering public access to CCRD's public records.

- Assists with handling receipts, deposits, and recording of money in accordance with CCRD's Receipts and Deposits Handling Policy F-15.
- Performs basic cashier duties, including but not limited to receiving payments, disbursing, and maintaining petty cash in accordance with CCRD's Purchasing and Procurement Policy A-26.
- Assists with processing of vendor payments in accordance with CCRD's Payable Policy F-14.
- Assists with payroll process and processing on-line Record of Employment forms as required by the Finance Manager.
- Assists the Finance Manager as required with the administration of CCRD's board or employee extended health and dental benefits and pension programs.
- Navigates office accounting program and assists with assigned bookkeeping duties for accounts payable and accounts receivable.
- At the request of other staff, Fire Chief, Pool Manager, committee and commission members, and others, undertakes purchasing and ensures that authorization is obtained in accordance with CCRD's Purchasing and Procurement Policy A-26.
- Prepares reports and correspondence when required and occasional proofreading of staff reports as directed by the Finance Manager.
- Serves as scribe when required to support completeness of CCRD records as directed by the Finance Manager.
- Monitors and maintains an inventory of all office supplies and purchases supplies as required.
- Answers all incoming telephone calls during regular office hours, redirects where appropriate and ensures a record is maintained. Acts as receptionist and provides information and other assistance to the public or directs them to the appropriate agency or staff member.
- Supports and assists the Chief Administrative Officer and office principals with duties as required and as directed by the Finance Manager.
- Undertakes an emergency management role as assigned by the CAO as part of the CCRD's emergency preparedness regional service. Professional development and training in this regard will be provided.
- Acts as an election officer at the local government elections once every four years or at other voting opportunities.

**Basic Qualifications:**

To be considered for this position, your application must clearly demonstrate how you meet the education and experience as outlined below:

- Experience dealing tactfully, professionally, and confidentially with staff or other agencies and members of the public.
- Ability to independently compose routine and non-routine correspondence.
- Considerable knowledge of Word, Excel, Adobe Pro (or a similar redaction application) and PowerPoint. Knowledge of Microsoft 365 is an asset.
- Effective written and verbal communication skills including the ability to prepare comprehensive, concise, and clear reports.
- Ability to organize, plan and prioritize work according to the requirements and timelines of requests.
- Ability to organize and save a large volume of information in various formats (documents, databases, and audio and video recordings).
- Ability to work effectively and productively under minimal supervision.
- Grade 12 plus a minimum of one year of post secondary education in a related field such as information management or accounting.
- Preference may be given to applicants with a university degree, particularly in the areas of information management, business administration or accounting.
- Preference may be given to applicants with direct experience with electronic document records management systems.
- Preference may be given to applicants with experience researching, analyzing, or providing advice regarding digital records management.
- Preference may be given to applicants with demonstrated bookkeeping experience, particularly those with a background using QuickBooks software.
- Experience with and a working knowledge of the *Community Charter* and *Local Government Act* will be an asset.

### **Core Competencies and Personal Characteristics:**

- **Integrity**– professional whose honesty, integrity, confidentiality, and high ethical standards contributes to effective leadership and optimal government relationships.
- **Energy**– displays enthusiasm, optimism, drive, and passion while maintaining a high level of productivity and a balanced lifestyle.
- **Diversity**– understands the importance of different backgrounds, perspectives and experiences and is respectful of individual differences.
- **Communication**– effectively expresses ideas and conveys information in business writing, conversations, and interactions with others.

- **Scholarship** – values education and the opportunity for professional development to learn new skills and implement best practices.
- **Constituent Service Excellence**– understands the importance of quality constituent service by being courteous, responding to constituent requests in a timely manner and monitoring satisfaction.
- **Teamwork & Relationship Development**– works collaboratively with team members in order to achieve a common goal and develops, maintains and strengthens relationships with others, both inside and outside the CCRD.
- **Accountability**– takes responsibility for one’s own performance by setting clear goals and tracking progress against those goals; is highly organized and uses personal judgement and decision making.
- **Flexibility**– effectively manages multiple assignments, adapts to changing priorities and can work independently or as part of a team.

Please submit a covering letter and resume on or before August 12, 2021 to:

Attention: Finance Manager  
Central Coast Regional District  
626 Cliff Street  
Bella Coola, BC V0T 1C0  
Email [info@ccrd.ca](mailto:info@ccrd.ca)

Please clearly indicate your name and contact information as well as your interest in applying to the position in your email message. Please state Records and Accounting Clerk competition in the subject line of your email message.

We thank all applicants for their interest and effort in applying for this position. Only those candidates selected for an interview will be contacted.