



UNION JOB DESCRIPTION

JD3232

JOB TITLE:	Facilities Clerk	JOB DESCRIPTION NO.:	F.VI.10210F.001
CLASSIFICATION:	Clerk V, Accounts Payable	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10210
UNION:	HEU	JOB/CLASS CODE:	10210F
PROGRAM/DEPARTMENT:	Facilities Operations	BENCHMARKS (If Applicable):	10210
REPORTING TO:	FMO Manager		
FACILITY/SITE:	Various VIHA CI/NI Sites		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reports to the FMO Manager, reconciles cost and statistical data for capital projects by performing duties such as preparing budget documentation, interpreting, extracting and analyzing financial data, identifying trends and/or problems and preparing related reports. Performs clerical duties by using word processing, databases, spreadsheets, and project tracking software tools. Responsible for timekeeping and scheduling within established processes and policies and procedures by utilizing a variety of specialized computer software applications.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Reviews, analyzes, interprets and extracts data for capital and other project types at multiple sites, identifying trends and/or problems and prepares related reports for FMO Managers, Director and other Finance departments. Reconciles final costs with Accounting, determines costs to be charged to the capital general ledger accounts.
2. Maintains construction records and change orders to construction contracts; monitors and makes recommendations to Project Manager to resolve budget shortfalls or advise of available contingency budgets. Accepts and safeguards documents such as legal tenders, bids and performance bonds related to construction tenders and contracts, and returns to contractors as required, following established policy and procedures.
3. Prepares budget documentation from a list of approved capital projects, such as creating and compiling budget forms, identifying funding sources, cash flow terms and project notification memos for distribution, as well as final close out cost documents.
4. Processes claims for capital projects by maintaining the purchase order system, processing invoices, and obtaining approval and signature according to established procedures. Maintains payment schedules and processes contractor, consultant and supplier invoices by checking for errors and incorrect coding, tracing missing and overdue invoices, and checking and verifying receipt of goods and services.
5. Matches documents such as invoices, receiving reports, packing slips with purchase orders. Verifies the accuracy of invoices by checking items such as quantities, prices extensions, discounts and totals, delivery dates and quantities, taking independent action to resolve all discrepancies.
6. Monitors/verifies PCard transactions to identify problems and correct discrepancies with regards to the cost centre and expense codes in order to ensure all information is correct before the costs are uploaded to the general ledger.
7. Analyzes travel expenses to ensure compliance to policy by comparing to employee submitted timecards and

forms.

8. Maintains timekeeping records for staff and submits to Payroll as required. Distributes pay advices and pay cheques. Records and interprets labour timesheets from various union affiliation collective agreements and enters accordingly into various payroll software systems. Alerts Managers when submitted timecards and or overtime slips contravene the collective agreement provisions. Retrieves and distributes pay remittances.

9. Performs scheduling for relief coverage and prepares vacation schedules.

10. Receiving and recording of employee's information, status, hours worked, relief staffing, scheduled and unscheduled absences. Investigating pay inquiries and making timekeeping adjustments in computerized payroll program. Generating scheduling, staffing and timekeeping records and data/statistics for retention.

11. Provides clerical support in FMO by producing a variety of correspondence, reports, statistical forms, and minutes from rough drafts by using word processing, spreadsheet, database, and project tracking software tools.

12. Provides receptionist duties by answering the telephones, taking and relaying messages, responding to inquiries, making appointments for staff, picking up and distributing mail, photocopying, and faxing departmental information.

13. Assists with entering various information into the work order database in order to generate reports and statistics

14. Travels to CI/NI sites as required to perform related work and/or provide guidance to staff and contractors.

15. Complies with departmental safety routines, policies, standards, operational procedures and attends departmental safety training and orientation, identifies and reports any safety concerns/non compliance to the appropriate Supervisor or Manager as per department procedure/policy. Maintains a clean and orderly work area.

16. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, successful completion of a recognized accounting course and three years recent related experience, or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to type 45 wpm.
- Ability to communicate effectively both verbally and in writing.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to deal with others effectively.