



IDENTIFICATION

Department	Position Title	
Education Culture and Employment	Corporate Services Assistant	
Position Number(s)	Community	Division/Region(s)
71-14032	Fort Smith	South Slave Region

PURPOSE OF THE POSITION

The Corporate Services Assistant (CSA) is responsible for providing financial, administrative, leave and attendance, and clerical support to the Department of Education Culture and Employment in the South Slave Region. The CSA ensures all transactions are in compliance with the Financial Administration Manual, Human Resource Manual, and all regional policies and procedures. This position is the key contact for advice and inquiries related to records management in the South Slave regional offices.

SCOPE

This position is located in Fort Smith and reports to the Financial Planning and Budget Officer. As a member of the ECE team, the incumbent works closely with the Regional Early Childhood Consultant, the Regional Manager of Career and Employment Development, the Regional Manager of Income Security Programs and ECE Headquarters finance staff. The incumbent provides support services to approximately 17 staff in the South Slave Region.

The incumbent verifies and processes financial documents, responds to administrative enquiries and helps to ensure the smooth operation of the region. The incumbent uses the System for Accountability and Management (SAM) on a daily basis and maintains a working knowledge of the Client Management Administration System (CMAS).

The incumbent acts for the Financial Planning and Budget Officer as required.

The provision of these services in an effective and efficient manner will ensure that ECE's finances are accurate, up to date and that vendors, contractors, clients, and suppliers are paid within established time limits.

RESPONSIBILITIES

1. Processes financial documents for all regional programs in accordance with the Financial Administration Manual and the requirements of CMAS and SAM.
 - Prepares and/or reviews financial documents such as, but not limited to: supply requisitions, service contracts, contribution agreements, commitments, change orders, journal vouchers, accountable advances;
 - Requests additional required information and/or documentation from various proponents such as business license, Workers Safety and Compensation Commission information, signing authorities, evidence of required insurance, etc.
 - Prepares funding program financial documents (contribution agreements, commitments, change orders, journal vouchers, and accountable advances) for review and approval by the appropriate Manager.
 - Verifies, through the use of SAM, that funds committed are sufficient to cover payment and if not, contacts the appropriate authority to obtain sufficient free balance;
 - Verifies additions, extensions, conditions of payment, spending authority, coding, GST is not included and appropriateness of supporting data provided;
 - Processes all HCI and ECP payments according to program requirements and enters data into CMAS;
 - Reviews ESAM Financial Reports for completeness, accuracy and appropriate back up documentation and forwards to the Financial Planning and Budget Officer for final review and approval;
 - Enters commitments and accounts payable information into SAM;
 - Requests additional required information for commitments and payments and/or documentation from staff or vendor;
 - Reconciles all departmental credit cards monthly. Refers any problems to the Manager, Finance and Administration;
 - Reviews ESAM Financial Reports for completeness, accuracy and appropriate back up documentation and forwards to the Manager for final review and approval;
 - Verifies and records payment information including: voucher number, date paid, reference number, type of payment (direct deposit/cheque/future payment);
 - Ensures all verified SAM payments are recorded in the T-Batch Report and corrects with appropriate staff, any daily voucher errors and recycled documents;
 - Splits documents, sends copies to Manager, Finance and Administration and recipients, as required, and files as directed;
 - Notifies program staff of payment information;
 - Researches and resolves billing disputes that arise and ensures the Manager, Finance and Administration is informed of each dispute in a timely manner;
2. Coordinates and processes duty travel documents for departmental staff and clients.
 - Reviews authorizations for travel and/or requests for travel advances for coding accuracy and obtains timely and appropriate approvals;
 - Advises staff of travel entitlements under Duty Travel;

- Verifies all claims for acceptable back up as outlined in the Collective Agreement and Financial Administration Manual;
 - Maintains a system to follow up on overdue travel advances and authorizations;
- 3. Assists the Early Childhood Consultant in the delivery of Early Childhood funding programs and services.**
- Receives and assembles HCI funding proposals for the HCI Committee;
 - Using the appropriate letter template, communicates HCI Committee decisions to proposers.
 - Assists in the preparation and distribution of a variety of communication tools including, but not limited to: the distribution of newsletters, information packages on the ECP funding programs and licensed early childhood programs; the sharing of relevant resources and information and collection of information from facilities;
 - Assists with the early childhood license data base;
- 4. Maintains departmental records management system for all O&M, Contribution Agreements and Client and Vendor files in accordance with the Operational Records Classification System (ORCS) and Administrative Records Classification System (ARCS).**
- Maintains all records in accordance with all requirements under the Office Records Classification System (ORCS) and Archive Records Classification System (ARCS);
 - Ensures staff are advised of correct records management procedures;
 - Works closely with the Co-ordinator, Records and Access to Information to ensure ORCS and ARCS are implemented correctly;
 - Responds with urgency to all Access to Information Requests;
 - Works closely with Public Works and Services staff to ensure orderly record storage, retrieval, and shipping to the warehouse
- 5. Processes Accounts Receivable documents according to FAM and the requirements of CMAS and SAM.**
- Prepares and maintains vendor, customer, and expense files;
 - Creates invoices for overpayments on Manager's direction;
 - Maintains a system to review and track customer files on a monthly basis;
 - Accepts, safely stores and issues receipts for receivables (cash/cheques) and, upon verification by the Manager, Finance and Administration, enters the required information in SAM or refers to appropriate staff for entry in CMAS;
 - Creates a deposit in SAM and, upon approval by the Manager, Finance and Administration, delivers documents to the Department of Finance on a daily basis;
 - Creates journal entry or worksheet to apply to the appropriate program area or invoice;
 - Ensures all deposits and worksheets are approved by the appropriate regional or HQ authority by month end;
 - Initiates requests for Vendor and Customer Numbers and forwards to Finance;

6. Performs other related clerical and support functions.

- Ensures the attendance register for each staff person in the Fort Smith office is accurate and approved monthly;
- In collaboration with the ECE Service Centre Officer opens & distributes incoming mail, prepares outgoing mail.
- Orders internal forms and bulk office supplies as required;
- Provides short-term replacement/relief to the Career Services Officer position;
- Networks with other administration staff to share information and provide assistance;
- Assists with training of casual employees and summer students as required;
- Participates in training programs as identified in Performance Assessment or as identified and directed by the Manager, Finance and Administration or Regional Superintendent;
- Completes various work activities and assignments as directed by Manager, Finance and Administration or Regional Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience in basic accounting functions, such as Accounts Payable and Accounts Receivable;

Accurate and fast paced data entry skills and an ability to work with automated financial and information systems;

Demonstrated ability to deal accurately with financial details and information and explain financial concepts to staff, vendors, or customers;

Experience with word processing and spread sheet applications such as Microsoft Word and Excel;

- Ability to communicate effectively verbally and in writing and work with people in an effective, tactful manner;
- Ability to maintain a Records Management System;
- Strong organizational and time management skills;
- Ability to deal with interruption and tight deadlines.

Typically, the above qualifications would be attained by:

- 2nd level of a recognized accounting designation or Diploma in Business Administration;
- 4 years' directly related experience in a financial accounting setting.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position at a desk with a computer with frequent opportunity to move about.

Environmental Conditions

Incumbent works in a busy, open work environment with frequent disruptions which can impact one's ability to concentrate

Sensory Demands

The incumbent spends most of the time entering, comparing, reviewing financial data held in both electronic and paper based systems. Accuracy and completeness are critical. This requires a high degree of concentration and attention to detail which can lead to a sense of fatigue. The incumbent also spends considerable time on the telephone dealing with a variety of issues concerning finance and administrative issues/problems.

Mental Demands

The incumbent is faced with the pressures of deadlines and competing priorities, coupled with the need for a high degree of accuracy, accountability and thoroughness. This can be a source of stress and frustration. Contacts with funding recipients can be taxing when recipients are demanding or frustrated; patience and tact are required in dealing with others.

ADDITIONAL REQUIREMENTS**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check