



JOB DESCRIPTION

JOB DETAILS

Job Title: Plan Reporting Clerk	Job ID: CK1110
Classification: Clerk R11	Classification Date: (MM/DD/YYYY)
Branch: Finance	Unit: CRP-Financial Operations
Reports to: Plan Reporting Supervisor	Security Screening: Yes
Union/Excluded: BCGEU	

BRANCH DESCRIPTION

The Finance branch provides a wide range of financial services to the corporation. The team coordinates business planning and budget preparation to support our operations as well as our strategic plan, and prepares a variety of financial reports and audited statements for both management and plan boards and advises as to their meaning. The Finance branch processes all vendor invoices and staff expense claims and handles all cash management for the organization. The team also provides purchasing and procurement advice and services.

JOB SUMMARY

This position reports to the Plan Reporting Supervisors and assists the Plan Reporting Financial Analysts with ensuring that revenues, expenditures, assets and liabilities for each pension plan are accurately and completely recorded and reported.

This position:

- Prepares a variety of financial calculations, analyses and reconciliations;
- Prepares financial and statistical schedules and other analyses to support interim and published financial statements;
- Prepares financial and statistical schedules and other analyses to support published annual reports and actuarial valuations;
- Contributes and participates in a team environment;
- Participates in computer system maintenance and implementations.

This position must deal effectively with:

- BC Investment (BCI) to obtain and/or verify information;
- Statistics Canada to provide information and verify survey information;
- Various levels of Corporation staff to resolve issues involving board costs, statistical information, corporate expenses related to the plans, etc.

JOB RESPONSIBILITIES

1. Prepares a variety of financial calculations, analyses and reconciliations:

- Prepares accounting entries based on BCI monthly trial balance and inventory reports to record investment asset and revenue transactions by category and plan, ensures supporting documentation is accurate, complete and reconciled;
- Prepares annual financial statement presentations;
- Prepares quarterly and annual Statistics Canada Survey information;
- Prepares working papers and analyses in support of group benefit reporting;
- Prepares monthly report for the secretariat comparing pension board actual costs against budgeted costs on a cash basis;
- Prepares quarterly report for the board on actual board costs compared to budgeted board costs on an accrual basis.

2. Prepares financial and statistical schedules and other analyses to support interim and published financial statements:

- Develops computer spreadsheets to assist with financial account reconciliations and analyses to support financial statements;
- Prepares monthly accrual entries, adjusting entries for reconciling accounts, researches financial transactions and anomalies;
- Prepares quarterly and yearly lead sheets and schedules for pension plan financial statement purposes along with supporting documents, working papers and analyses;
- Reconciles purchase payments between general ledger and operations system to satisfy auditors and provide accurate financial statements.

3. Prepares financial and statistical schedules and other analyses to support published annual reports and actuarial valuations:

- Assists in reconciliations for pension plan statistics used to support the published pension plan annual reports;
- Prepares reconciliations to compare actuarial statistics against annual statistics;
- Updates basic current and prior year information for published annual reports.

4. Contributes to team performance and continuous improvement of the Plan Reporting section:

- Contributes to quality customer service;
- Covers duties of other clerks to accommodate changes, vacation, work load;
- Coaching other clerical staff, as appropriate;
- Cross trains for plan specific procedures.

5. Participates in computer system maintenance and implementations:

- Participates in the implementation of new systems, enhancements, system changes, updates, corrections related to own job;
- Identifies processing and other system problems and brings to the attention of the supervisor.

EDUCATION

Degree/Diploma Obtained	Program of Study
High School Diploma	Required and
- Formal computer and accounting courses beyond the secondary level preferred.	

EXPERIENCE

Years of Experience	Type of Experience
2	Finance Required
- Two years of experience in a financial position (accounts payable, receivable, payroll, banking, bookkeeping, etc.); and	
- Experience using computer applications including Microsoft Excel.	
- An equivalent combination of education, training and experience may be considered.	

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of generally accepted accounting principles;
- Knowledge of good accounting principles and practices;
- Knowledge of income tax regulations relating to pension benefits preferred;
- Ability to provide and obtain clear, concise and complete oral and written information while maintaining confidentiality;
- Ability to establish and maintain effective working relationships with a variety of individuals or groups to complete work assignments, affect outcomes or provide a service;
- Ability to independently organize and manage a workload with changing priorities, tight deadlines, high volumes and multiple reporting relationships;
- Ability to compute accurately a variety of mathematical calculations;
- Ability to use computer applications to enter, retrieve data, and perform accounting functions;
- Ability to analyze, track, verify and reconcile financial records and reports within guidelines.

CORE COMPETENCIES

Navigating Change L1

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Suggests improvements in the way things are done in the organization.
- Adopts new ideas and ways of doing things.
- Identifies challenges related to change.
- Remains effective in the face of difficult or demanding situations.

Embracing Learning L1

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Self-assesses against expectations and standards to identify own learning needs in the current position.
- Reflects on completed activities, identifying what worked well, what didn't, and how to improve own performance.
- Openly shares knowledge with other employees.
- Seeks to learn from other employees.
- Takes advantage of learning opportunities provided to meet job requirements.

Client Orientation L1

Making it easy for our external and internal clients - seeing things through their eyes.

- Follows established processes to ensure consistent service.
- Responds to client needs in a timely, respectful, helpful, and courteous manner.
- Addresses client issues in order of priority.
- Keeps clients up-to-date on the progress of the service they are receiving.
- Directs clients to alternate service channels that may better meet their service needs.

Accountability L1

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Organizes own work load, clarifying priorities and expectations.
- Participates in monitoring own performance.
- Adjusts actions to meet expectations.
- Takes action on things that need attention.
- Supports organizational initiatives and activities.

Inspiring Trust L1

Inspiring confidence by demonstrating integrity and building credibility.

- Communicates professionally with others.
- Presents information in a clear and confident manner.
- Expresses own views while remaining open to alternative perspectives.
- Respects other perspectives and opinions.
- Speaks well of the organization and of each other.
- Follows through on commitments.

Decision Making L1

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Makes decisions within scope of responsibility.
- Applies guidelines and procedures in making decisions.
- Gathers input / information from different sources to support decision making or further action.
- Seeks guidance when the situation is unclear.
- Applies lessons learned when making decisions.
- Supports established decisions.

Organizational Focus L1

Aligning work priorities, processes and practices to achieve the strategic direction.

- Considers the impact of own actions on others.
- Identifies obstacles to existing processes and practices.

- Supports others in the achievement of work unit priorities.