

JOB DESCRIPTION

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| 1. Position No. Various Positions | 2. Descriptive Working Title DAS Administrative Coordinator | | 3. Present Classification CL5 |
| 4. Branch Development & Asset Strategies (DAS) | 5. Department Various | 6. Work Location Hybrid – Site Central | Date May 2017 Revised Nov 2020, Sept 2021, Sept 2023; Mar 2024 |
| 7. Position No. of Supervisor Various Positions | 8. Descriptive Work Title of Supervisor Director Regional Development Manager Capital Improvements Senior Manager Capital Planning Provincial Director Redevelopment Senior Manager Energy & Sustainability Director Capital Program Implementation Director Construction Services Senior Manager Major Renewal Projects AS Associate Vice President, BC Builds | | 9. Classification of Supervisor Excluded Mgmt |
| 10. Job Summary: | | | |

Reporting to the assigned supervisor, the DAS Administrative Coordinator is responsible for providing a variety of program and project administration and administrative services to the assigned team within the Development and Asset Strategies Branch. He/she/they are required to perform the majority or all the following functions dependent to support assigned teams. The position works on programs and projects delivered by the Branch that are complex, multi-dimensional, and involve numerous stakeholders, requiring considerable judgment, and initiative on the part of the incumbents to effectively coordinate all administrative aspects of assigned projects to successful conclusion. The role ensures effective project administration and development, relationship management with project partners, and works with the team to help ensure the expedited project timelines can be met.

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| 11. Duties: | The scope of duties performed may vary depending on region and business needs. |
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Expense Administration:

1. Gathers information from various sources, verifies provided information, and enters project information into relevant system(s) to reflect such items as the type of funding and program, amount of equity involved, the timing of contributions to be made by the Society, if permit fees will be reimbursed, percentages for claims, other special circumstances, square footage, important dates, and other such information.
2. Reviews Project Steering Committee and/or Executive Committee Approvals (PSC/ExCom) to ensure the system's project information is correct and reviews discrepancies with the project team.
3. Enters budget information into the system or reviews information entered by others, ensuring in accordance with the PSC/ExCom Approvals; makes sure information is appropriately identified in the system modules; informs project team of discrepancies.
4. Reconciles capital project expenses to contracts, budgets, and purchase orders, and reviews discrepancies/concerns with the project team. Prepares invoices where project work is performed on behalf of clients.
5. Enters expense information into the financial system, generates capital budget variance report which compares budget to actuals and forecasts, identifies, and investigates irregularities and budget line items that are over-expended, reviews with project team and corrects discrepancies as directed.
6. At the completion of projects, ensures all expenses/costs are included, makes sure contributions and reimbursements are received, and generates final expenditure documents for final review.

Real Estate

7. Conducts corporate searches on societies and legal entities.
8. Conducts BC Assessment and land title searches; retrieves documentation from the land title offices.
9. When property or Group Home is being purchased, requests statement of adjustment from lawyer. Reviews and forwards to project team member for approval, creates a cheque requisition, arranges for signatures by appropriate parties as required, and sends request to Finance for funds; follows up as necessary to ensure on-time completion in accordance with dates specified in Contracts of Purchase and Sale.

Client Services

10. Liaises with external clients and stakeholders to compare financial expenses for various projects; investigates discrepancies and brings to the attention of the project team.
11. Enters and updates expense data in appropriate project accounts within either Word documents or Excel spreadsheets. Works closely with project team to ensure accuracy.
12. Creates and maintains custom program/project-related reports for internal use, housing providers, schools, co-ops, auditors, and others, including incorporating data into quarterly and annual financial reports.
13. Creates and maintains a spreadsheet of additional administrative service and program fees for each project, gathers relevant information, prepares summary sheet and client invoices, forwards to manager for approval and monitors that monies are received.

Film and Special Events

14. Identifies and recommends for consideration new BC Housing film sites/locations (such as recently purchased properties that may remain vacant for a period of time).
15. Reviews film scripts to ensure that they align with BC Housing film policy.
16. Creates work orders for services required to support filming activities and special events.
17. Receives revenue from film production companies, maintains records of receipts, and forwards to the Accounting team.

Contract Administration

18. Initiates or follows up with contractors/consultants who have been asked by the project team to provide quotes.
19. Prepares standard notice of contract awards, regret letters, and letters to proceed with work for signature by appropriate individuals.
20. Ensures approvals are received at all appropriate stages of the service contract or purchase order.
21. Ensures receipt of various documentation, such as insurance, bonding, WorkSafe Clearance Letters, schedules, sub-trades, and signed contracts.
22. Generates Purchase orders and service contracts for approval by the project team. Assists with the completion of construction documents by locating and incorporating information.
23. Reviews construction contract expenditures for adherence to budgets and completion of work to date, identifies discrepancies, and reviews with project team members.
24. Generates change orders for contracts as directed and monitors that all change orders are approved by appropriate parties.
25. Monitors service contracts for expiry date, current insurance, and accumulated values.
26. Receives claims and reviews to ensure appropriate documentation is complete for processing payments, including release of builder's lien (in accordance with the Builder's Lien Act and deficiency holdbacks where appropriate; reviews any discrepancies with project team members and follows up with claimant as directed).

27. Prepares construction claims documentation, including reviewing the Architect's Certificate of Payment, relevant claims documentation, Certificate of Completion, and other related documents for review and sign-off by the appropriate project team member.
28. Liaises with internal and external stakeholders regarding various project/program information, insurance, funding, and administrative-related matters.
29. Liaises with various BC Housing (BCH) departments regarding Special Funding Requests for new project budget requests and scope changes for Provincial Rental Housing Corporation (PRHC) group homes and other projects.

Program and Project Administration

30. Sets up and maintains diarized systems and schedules, maintains filing system, including electronic and hard copy files.
31. Research and compiles information for status reports, Briefing Notes and Executive Committee/PRHC Submissions, and external client submissions as requested; prepares draft reports or portions of reports in accordance with instructions provided.
32. Attends team meetings for information sharing and implementation, distributes meeting agendas, and takes and distributes minutes and BC Housing administrative documents.
33. Solely responsible (for security purposes) for transferring budgets into Committed Ledger in JD Edwards (accounting system) when approved.
34. Requests funds to be made available from Finance to complete financial transactions including property purchases and claims.
35. Sets up projects in accordance with pre-established templates in the property system, utilizing knowledge of the various funding programs, and unique details of project structuring elements.
36. Reconciles and updates the Commission's records and databases using electronic tools to ensure consistency; reconciles BCH data to information provided by clients, investigates discrepancies, and reviews with project team members.
37. Designs and builds reports and dashboards for regular user access within the branch, working closely with the Business Administration Team as required.
38. Combines data from various sources to produce records and ad hoc/informal reports.
39. Liaises with internal and external stakeholders regarding various project/program information, funding, and administrative related issues. Follows up with project partners when required documentation is overdue and outstanding through correspondence and direct communication.
40. Responds to requests from consultants, Societies, and their auditors for summaries of updated project costs; works with these parties to sort out discrepancies.

Non-Profit:

41. Liaises with Non-Profit Executives and staff regarding accounting and administrative components of capital construction projects.
42. Generates and completes GST rebate letter at the commencement of the project.
43. Gathers and provides information relating to repayable and forgivable mortgages; calculates amount of mortgage and prepares documents for review and sign-off; forwards to Lending for preparation of the mortgage documents; follows up to ensure registration of mortgages has been completed.
44. Reviews contractor and consultant invoices for accuracy by ensuring within the total contract amount, appropriate deficiency holdbacks, completed documents on file, and appropriate WorkSafeBC (WSBC) coverage; brings discrepancies to attention of development team, follows up with contractor as necessary and processes for payment.
45. Works with the project team members to obtain information on ongoing extraordinary expenses, and equities.

46. Identifies, investigates, and resolves discrepancies between BC Housing records, system reporting tools, and society financial records.
47. Completes legal documentation using standard forms including Promissory Notes, Project Development Funding (PDF) letters and Provisional Project Approval (PPA) Commitments for signature by appropriate project members.
48. Confirms the Non-Profit's status with Canada Revenue Agency. Liaises with Non-Profit financial officers and auditors as required to ensure outstanding GST receivables are kept current; informs project team of any issues.

Procurement:

49. Assists with administration of consultant and other services, including preparation of Requests for Proposals (RFPs) based on information provided, initial review of proposals, and provision of information for post-completion consultant performance reviews. Provides assistance in the review and evaluation of proposals as required.
50. Prepares service contracts, purchase orders, and work orders based on the approved quotes and negotiated terms for approval.
51. Prepares mandatory site meeting documentation from a template, generates Addendums; completes contract administration requirements and tendering/contract documents.
52. Posts tender calls to commercial bid sites such as BC Bid.

Other

53. Provides front office reception services.
54. Creates, maintains, and updates various databases, templates, spreadsheets, distribution lists, contact directories and relevant systems, ensuring adequate documentation, filing, and record-keeping for assigned project teams. Identifies areas for improvement, and develops and recommends enhancement of business and administrative tools, procedures, and forms.
55. Provides administrative support to various teams as needed, including managing calendars and contacts, scheduling meetings, recording, and distributing meeting minutes and drafting correspondence.
56. Provides ongoing orientation and training of administrative processes and procedures to new and existing staff, including post-implementation of new and enhanced systems, working closely with the Business Administration Team as appropriate.
57. Coordinates travel arrangements, meetings, and hospitality services.
58. Arranges, coordinates, and provides organizational and logistical support for meetings by preparing and sending invitations, agendas, and resource materials, booking venues, and organizing logistics for virtual meetings.
59. Prepares, reviews, and processes credit card expense statements.
60. Maintains attendance records, vacation, and flex day schedules.
61. Provides assistance and coverage for other team DAS Administrative Coordinators as required.
62. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

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| 4. Education, Training and Experience | | |

Completion of a post-secondary diploma in business or program administration or other relevant discipline, including courses related to contract and accounting administration.

Sound experience in a relevant subject area and in a comparable environment such as the housing, construction, or development industry.

Sound experience with front-of-office experience with a development firm is required for certain positions.

Or an equivalent combination of education, training, and experience acceptable to the employer

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| 5. Knowledge, Skills and Abilities |
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Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound practical knowledge of program/project, accounting, and contract administration, including invitational and public procurement, and tendering practices
 - Sound knowledge and understanding of accounting processes
 - Sound practical knowledge of and proficiency in standard word processing, spreadsheets, databases, and other relevant applications including MS Office (Word, Excel)
 - Some knowledge of construction processes, cash flow, budgeting, and scheduling
 - Ability to read and review tender documents, change orders, and other contract documentation
 - Ability to work independently as well as function effectively in a team environment
 - Ability to organize and prioritize work to meet deadlines in a fast-paced environment, while responding to numerous diverse and shifting challenges without compromising the quality of the work
 - Ability to exercise tact, diplomacy, and good judgment when dealing with a broad range of audiences
 - Ability to find and implement creative and practical solutions to problems
 - Strong analytical, research, and problem-solving skills
 - Strong initiative, follow-through skills, and attention to detail
 - Strong writing and editing skills
 - Excellent communication, interpersonal, and customer service skills

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| 6. Occupational Certification: |
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