

## **FINANCE ADMINISTRATOR**

### **Purpose of Position**

The Finance Administrator is responsible for Greater Victoria Harbour Authority's accounts payable, procurement and capital processing activities as well as contributing to the efficient operation of the Finance department.

### **Position Links**

Reporting to the Manager, Finance, the Finance Administrator develops and maintains relationships with:

#### **Internal:**

- Manager, Finance
  - Senior Accountant
  - Contract and A/R Administrator
- Contracts Manager
- Other GVHA Corporate and Operations staff as required

#### **External:**

- Western Stevedoring
- Customers/Clients
- Vendors/Contractors
- Stakeholders
- External Resources (auditors, bankers)

### **Specific Accountabilities**

#### **Accounts Payable:**

- Analyzes, verifies, codes, and posts payables transactions to journals, ledgers and other records
- Coordinates monthly corporate credit card expense reports, ensuring submissions from each corporate credit card holder are reconciled
- Prepares and reviews accounts payable cheque runs, EFT payments and online payments and journal entries
- Maintains project list for operating and capital projects and enters into accounting program along with project budgets
- Provides guidance to staff regarding purchase order and invoice approval procedures
- Performs monthly reconciliation of various accounts (i.e. prepaid expense, accrued liability)
- Checks accounts payable statements for outstanding invoices and follows up on missing invoices

- Checks outstanding purchase order reports for outstanding purchase orders and follows up with appropriate staff monthly
- Reconciles Payables ledger to General Ledger
- Prepares and enters month end expense allocations
- Assists with providing support documentation as part of monthly capital project reconciliation (scans capital project invoices applicable for funding when entering in Accounting system)
- Assists in development and monitoring of accounts payable related policies and procedures
- Processes credit card applications upon approval by Manager, Finance
- Processes monthly rent for Manager, Finance's approval
- Processes wire transfers following proper Delegation of Authority processes

#### Capital Support:

- Financial resource person for Asset Management initiative
- Lead on Capital Project Co-ordination including organizing and hosting monthly meetings of the Project Teams, and developing and co-ordinating Capital oversight system
- Initiates reporting for Capital Projects to outside agencies

#### Financial Analysis, Reporting & Other:

- Assists with providing expense, account and project analysis when required
- Assists with Year End procedures
- Creates and maintains operating and capital project numbering system and advises appropriate staff of updates as required
- Conducts research, prepares reports and provides some recommendations for decision making purposes
- Assists with providing actual compared to budget reports for expense accounts and projects as directed
- Assists with other finance projects and tasks when required

#### Information Technology:

- Provides support with implementing finance related IT solutions

#### Tools/Equipment

- Operates standard office equipment
- Operates computer for word processing, database, spreadsheets, electronic mail, calendar, internet, etc.
- Computer software includes Microsoft Office, Microsoft Dynamics GP, Marina Controller, SharePoint

#### Working Conditions

- Office environment
- Regular, full-time position
- Public/Customer relations and ability to resolve complaints

#### Experience and Education

- Post-secondary education in a related field, Certificate in Accounting preferred

- Minimum 2 to 3 years of accounting experience including operational accounting and reporting, internal control systems, and financial information systems
- Proficient with all MS Office applications
- Experience using accounting software (Microsoft Dynamics GP preferred)

### **Knowledge, Skills, and Abilities**

- Working knowledge of processing accounts receivable and accounts payable
- Sound knowledge of appropriate controls and procedures in order to uphold accurate recording of financial and operational information and to meet internal control compliance requirements
- Excellent communication and customer service skills
- Excellent attention to detail skills
- Strong organizational skills
- Demonstrated team player
- Ability to confidently deal with challenging customers and respond to and resolve complaints
- Ability to exercise tact, good judgment, confidentiality and flexibility in project delivery and providing service to stakeholders
- Ability to establish and maintain effective working relationships with a variety of individuals to meet GVHA objectives
- Ability to organize and independently manage workload while taking into consideration changing priorities, tight deadlines, volume of work and available resources
- Ability to provide concise and accurate information orally and in writing, including reports and correspondence suitable to the audience
- Ability to adapt to changes in work environment, work assignments, and/or changes in organizational priorities