

Job Description

Job Title:	Finance & Corporate Operations Administrator	Position Number:	
Location:	Richmond, BC	Job Category:	Office Administration
Group:	Corporate Operations	Compensation:	
Nature of Work:	Full-time	Travel:	Occasional
Supervisor's title:	Chief Financial Officer	Revision Date:	January 1, 2025

Purpose:

The **Finance & Corporate Operations Administrator** provides support for finance, group benefits, corporate operations including member services, marketing, events and sponsorship.

Accountabilities:

1. Provides a variety of financial services:
 - a. Provides support to the Senior Financial Accountant including responsibilities related to day-to-day financial transactions including verifying, classifying, computing, posting and recording financial data.
 - b. Processes accounts payable and disbursements in compliance with financial policies and procedures.
 - c. Verifies discrepancies and resolves client billing issues.
 - d. Continually enhance and improve existing procedures and forms in alignment with business needs.
2. Provides Group Benefits support:
 - a. Provides support to the HR & Group Benefits Officer including responsibilities related to records maintenance and support with the UBCM Group Benefits Plan.
 - b. Provides support for meetings with members, including preparation of data reports, and coordination for meetings.
 - c. Maintains an organized system to store and track correspondence related to group benefits, while ensuring deadlines are met.
 - d. Review amended contracts of Group Benefit members, ensuring accuracy between third party systems.
 - e. Provides general support to Group Benefits.
3. Provides general support for events, marketing and sponsorship including:
 - a. Provides support to the Manager of Events & Sponsorship (e.g. specific responsibilities related to UBCM sponsorship including maintaining sponsor database, providing reporting on sponsor activities, invoicing and timely collection of payments etc).
 - b. Provides general support for UBCM events.
4. As a member of UBCM's corporate operations team, collaborates on assignments and contributes to the accomplishment of objectives.

5. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of UBCM with its members and wide network of contacts.
6. Prepares, proofreads, and distributes/posts a variety of documents and communications materials.
7. Develops and maintains positive, professional and effective working relationships with a wide network of individuals including elected officials, executive members, members of the public, sponsors and UBCM colleagues.
8. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of UBCM with its members and wide network of contacts.
9. Performs other related duties.

Job Requirements:

Education:

- Diploma in business administration, accounting, finance or other relevant discipline, preferred.

Experience:

Recent (within the past 5 years), related, experience:

- Must have minimum 2 years of relevant experience in corporate operations.
- Proven working experience in finance (e.g. accounts payable or receivable clerk).
- Must have experience using standard office software including excel.
- Proficiency in English.
- Must be eligible to work in Canada.
- Must be willing and able to travel (usually within the province) as required.
- Must have reliable transportation.

Knowledge of:

- UBCM's mandate and priorities.
- Standard office administration policies and practices including records management.
- Standard office and accounting software (InDesign, Accountedge and Adobe would be an asset).
- Business English.

Skills and Abilities:

- Excellent written and oral communication skills and attention to detail when communicating.
- Solid understanding of basic bookkeeping and accounting principles.
- Data entry skills and high degree of accuracy and attention to detail.

- Must have experience using standard office software, MS Office including excel and power point.
- Able to manage multiple priorities and consistently produce results within timelines.
- Excellent analytical and problem-solving skills.
- Organized and detail oriented.
- Able to develop and maintain positive working relationships with colleagues, clients (including elected officials) and members of the public while upholding the highest standards of tact, discretion and professionalism.

Approved by:		Date:	