

Job Summary

This position provides administrative and clerical support in the areas of human resources and finance to the Geering Up and Outreach programs in the Faculty of Applied Science (APSC). The position is responsible for assisting the Dean's Office Finance team with preparing and processing financial documents, tracking, reconciling errors and provides general administrative support to the programs as required. The position works on the first steps of HR and Finance clerical tasks, preparing documents in advance of sending them to the appropriate Dean's Office team.

During the school-year the APSC outreach programs (Geering Up and engCite) hire over 100 student staff to deliver educational and outreach programming to 17,000 BC youth. Special emphasis is given to reaching youth who are traditionally underrepresented in Science and Engineering such as girls and Indigenous youth.

Organizational Status

Reports directly to the Geering Up Outreach Coordinator and takes direction from the Engineering Student Recruitment & Outreach Officer and Geering Up Program Coordinator as required. Interacts regularly with students, staff, and parents from the outreach programs. This position also interacts with UBC staff in Supply Management, APSC Human Resources and Finance, and external parties, working closely and taking direction from the Finance Manager in the APSC Dean's Office.

Work Performed

1. Human Resources

- Assists program managers and coordinators with completing timesheets for payroll including, collecting information from hour-tracking software, formatting bi-monthly timesheets for submission to payroll, and maintaining payroll records and copies of all timesheets.
- Assists in the processing of documents for new student staff appointments including: completing and uploading appointment forms to Dean's Office Reception and collecting all required documents for hire
- Maintains employee databases by entering, updating, and retrieving data as required
- Responsible for confidential personnel files including file management and retention or disposal of personnel files
- Assists with planning and scheduling staff recruitment efforts including scheduling interviews with candidates, booking rooms, and gathering hiring information.

2. Finance

- Prepares financial documents and performs accurate and timely data entry of financial documents (cash deposits, journal vouchers, invoices, travel and expense claims, and purchasing requisitions). Uses knowledge of UBC policy and practice to make decision during document preparation.
- Tracks rejected transactions, follows-up and resolves errors. Reviews financial paperwork to ensure appropriate back-up documentation is attached and follows-up when additional documentation is required.
- Assists the Dean's Office Finance team with the reconciliation of operating of P/G's, following up on and resolving variances and discrepancies as required. Verifies/corrects information requiring the use of spreadsheets and FMS
- Assists the outreach program managers and coordinators to run and collate monthly financial reports
- Maintains the programs Petty Cash Fund by reimbursing allowable expenditures, tracking, and reconciling monthly.
- Assists the Dean's Office Finance team in preparing bank deposits for programs
- Maintains files of financial transaction documents including supporting materials

3 Administrative and Reception

- Prepares correspondence for parents and schools such as monthly newsletters
- Responds to in-person, telephone, and e-mail inquiries in a professional and courteous manner and refers inquiries to the appropriate staff as required
- Updates program websites as required
- Files and formats program statistics by entering program registration summaries and formatting reports. Statistics tracked include: ages, locations, and curriculum of outreach programs
- Assists the outreach program managers and coordinators in preparing files for annual reports including preparing staff appointment data for Canada Summer Jobs report and financial data for Actua annual

reports

- Performs other related duties as required

Supervision Received

Works under general direction regarding projects and regular tasks. Receives specific instructions on unusual problems and on matters that depart from established practice. Performs familiar duties independently, consulting with supervisor only on unusual problems or new initiatives. Work is verified by a Manager.

Supervision Given

Not required to supervise; may explain work procedures to new or temporary staff.

Consequence of Error/Judgement

Works within general guidelines, applying knowledge of procedures and regulations to establish priorities. Exercises judgment and tact in dealings with others on the telephone, in person and by e-mail. Failure to act in a professional, tactful manner will have an adverse effect on the image of the outreach programs and the Faculty of Applied Science. Duties require a high level of confidentiality.

Qualifications

High School graduation and one year of related training. 2 years of related experience or the equivalent combination of education and experience. Training in office procedures and experience preparing financial documents and Human Resources related documents an asset. Ability to compose correspondence and other written materials using clear, concise business English and communicate effectively both verbally and in writing. Ability to anticipate problems and issues and plan ahead. Ability to be thorough, accurate, and have a high level of attention to detail. Ability to effectively and efficiently coordinate tasks. Ability to identify and correct missing and incomplete data. Ability to manage multiple tasks with competing deadlines. Ability to understand and apply policies, procedures and instructions. Ability to exercise sound judgment. Ability to deal effectively with a diversity of people. Ability to perform basic arithmetic and accurately balance cash and resolve discrepancies. Ability to apply generally accepted accounting principles in an appropriate manner and analyze and reconcile financial statements. Ability to effectively use MS Office Suite at an intermediate level.

All UBC faculty and staff who work directly with or potentially have unsupervised access to children or vulnerable adults are subject to a Criminal Record Check in accordance with the Criminal Records Review Act. The successful applicant must be able to produce a valid criminal record check.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

Compensation

This position has been placed at UBC CUPE 2950 pay grade 3 (\$22/hr)