UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Clerk/PB8
TITLE: Residence Facilities Clerk II

DEPARTMENT: Residence Services
POSITION NO: 992566

SUPERVISOR: Associate Director, Residence Facilities
LAST UPDATED: June 10, 2016

SUMMARY:
In support of the overall goals of Residence Services, a unit within the division of Student Affairs, the Residence Facilities Clerk II, provides administrative support to the Associate Director, as well as supporting scheduling, timesheet, payroll and leave information within Residence Facilities.

This position is responsible for monitoring and reporting Residence Facilities project and department expenses, and contributes to the determination of the annual department budgets. The Clerk will develop and maintain a high level of expertise in a wide range of university processes in other departments in order to support the Associate Director in financial reporting and accounting, hiring practices, and other clerical functions. The Clerk will create spreadsheets to track and maintain records in a variety of data. The Clerk may provide assistance to other residence services departments in regards to clerical or other duties as required.

MAJOR RESPONSIBILITES AND DUTIES: (In order of importance to a maximum of 8)

1. Responsibility: Administrative Duties. - 40%

Duties:
- Acts as first point of contact for Associate Director
- Manages Associate Director’s calendar; makes appointments and schedules meetings.
- Update, prepare reports and analysis Residence Facility renewal database as required (VFA)
- Implement and maintain a project filing system in accordance with departmental guidelines.
- Provide suggestions on process and organization improvements
- Maintain a thorough knowledge of current and changing policies and procedures
- Provide training to new team members as required.
- Provide relief for Residence Facilities Clerk I, as required.
- Updates employee database with changes such as new positions, new hires, layoffs, etc.
- Ensures employee files are complete with copies of the appropriate forms.
- Completes forms, writes correspondence, and performs other clerical tasks as directed.
- Composes, edits and proofreads various types of documents, reports, and forms.
- Provides administrative support to standing and ad hoc committees by tracking bring-forward items, assisting with preparation of agendas, and taking/distributing minutes.
2. **Responsibility:**
Provides scheduling, timekeeping and payroll support to the Associate Director. - **40%**

**Duties:**
- Develops and maintains a high level of expertise in a wide range of university processes in other departments in order to support the Associate Director in timekeeping and payroll.
- Creates and maintains accurate daily timekeeping, scheduling and payroll records using a variety of software, including Excel, FAST and other university programs.
- Records sick, vacation, leaves and hours worked based on daily reports provided by supervisors.
- Performs mathematical calculations to ensure accurate payment of timesheet hours and vacation pay; verifies hourly rates, sub-codes and compliance with applicable collective agreements.
- Keys high volume of timesheets under very strict deadlines with high degree of accuracy.
- Liaises with UVic Payroll, Benefits, Human Resources, and external agencies such as Service Canada and WorkSafeBC as required.
- Acts as the first contact for Residence Facilities employees with payroll related questions.

3. **Responsibility:**
Department and Project Financial Reporting. - **15%**

**Duties:**
- Review open project commitments and prepare Capital Projects status reports for management review (ongoing and ad hoc).
- Review reports for accuracy, completeness and consistency; investigate discrepancies and flag anomalies.
- Prepare budget vs actual cost quarterly/annual projects summary.
- Prepare reports on Capital Projects budget tracking for Residence Services Management.
- Prepare departmental costs by analyzing monthly expenses.
- Assists in the development of annual budgets by forecasting purchases.
- Contributes to the overall business planning by analyzing facilities issues and needs and making recommendations to the Associate Director and other staff on the priorities department projects and/or the purchase of equipment.

4. **Responsibility:**
Web page maintenance. - **5%**

**Duties:**
Under the direction of the Associate Director, this position is responsible for:
- Assists with the development and organization of Residence Facilities content for the Residence Services web page; including writing and updating content as necessary.

**REQUIRED QUALIFICATIONS:**

**Skills:**
- Advanced-level clerical, administrative and computer skills, including extensive experience with spreadsheets, word processing and database software.
- Accurate mathematical skills; ability to organize and communicate numerical data.
- Strong administrative and accounting clerical skills.
- Strong communication and interpersonal skills with demonstrated ability to relate well and work effectively within a team environment, and with University and external stakeholders.
- Strong writing and editing skills.
- Ability to produce clear concise financial reports using Excel.
- Ability to provide clear, concise and complete oral and written information at a level appropriate to the audience, while maintaining confidentiality.
- Ability to work to and meet deadlines.
• Ability to independently organize, prioritize and manage workload while taking into consideration changing priorities, deadlines, volume or work and available resources.
• Ability to identify problems, refer to applicable policies and procedures, identify options and solutions.
• Excellent service skills; ability to respond to issues and complaints from students and parents with tact and diplomacy.
• Demonstrated good judgment and decision-making skills.

### Specialized Knowledge/Education:
- High school graduation.
- Strong experience in using Excel, payroll and accounting systems.
- Knowledge of facilities and maintenance, operations, including health and safety issues.
- Post-secondary courses in business, office administration or a related field considered an asset.
- Project Management or Construction accounting experience is considered an asset.
- Experience in UVic accounting systems (FAST, Banner) and procedures is considered an asset.

### Experience:
- 3 to 5 years of advanced-level clerical/administrative support.
- Experience using Microsoft Office Suite (Word, Excel, Outlook), SharePoint, Adobe Pro and database software such as Banner and FAST with efficiency, accuracy and attention to detail.
- Experience providing service to a wide variety of clients in occasionally emergency or complex situations.
- Experience in higher education or institutional environment an asset.

<table>
<thead>
<tr>
<th>Employee's Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor's Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>