### University of Victoria
#### Cupe Local 951 Position Description

<table>
<thead>
<tr>
<th>JOB:</th>
<th>TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk PB5</td>
<td>Systems Clerk</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>POSITION NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Systems</td>
<td>992980, 997489, 992430</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPERVISOR:</th>
<th>LAST UPDATED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Officer</td>
<td>7 June 2016</td>
</tr>
</tbody>
</table>

### SUMMARY:

*University Systems* serves a diverse client base including students, faculty and world-renowned researchers. We consist of three major units: Academic & Administrative Services, Infrastructure Services, and UVic Online, all working together to provide computing, communications and technology in support of the university’s learning, teaching, research and administrative activities. We support high profile research projects like Ocean Networks Canada and ATLAS and work as part of the BCNET consortium. We exist in a complex work environment where we must effectively navigate complex, cutting edge and ever-changing technology, and information security and privacy issues in order to be the best information systems organization in the Canadian university system.

Our normal business hours are 8:30 AM to 4:30 PM, while client-facing service entities may be open from 8:00 AM to 11:00 PM; system maintenance may be performed off-hours and major issues are responded to on a 24/7 basis.

With general supervision from the General Office Supervisor and Assistant to the CIO, the Systems Clerks share responsibility for functioning effectively as a member of the work team in the provision of reception services to the central office of this large and busy department, providing administrative and clerical services related to operating budgets and balance sheets, data entry, processing orders, daily cash reports and various chargebacks, attending meetings to record/transcribe minutes and assisting senior team members with the maintenance of departmental keys, travel arrangements, petty cash, preparing various university forms and other administrative responsibilities.
## MAJOR RESPONSIBILITIES AND DUTIES:

### 1. Responsibility:
**Reception and Administrative Assistance – 45%**

**Duties:**
- Offers assistance to anyone and everyone that frequents the general office including, but not limited to: the CIO, Directors, Systems Leadership, the Manager, all Systems employees, vendors, students, couriers, etc.
- Provides reception duties to the central University Systems office
- Responds to emails, telephone calls and redirects accordingly
- Monitor and order office supplies
- Responds to courier requests
- Attends meetings and records/transcribes minutes
- Mail distribution
- Monitor and maintain office equipment (i.e. empty used toner, add paper, troubleshoot printer issues, empty shredder bags, etc.)
- Maintain cleanliness of the administrative storage rooms and the General Office
- Updates departmental phone lists
- Files electronic documents on SharePoint or Netdrive
- Various administrative assistance as required by senior clerks
- First point of contact for floor emergencies receiving and responding to emergency calls (e.g. floods, security etc.); reports all safety concerns (e.g. ergonomic) to OHSE staff; serves as Floor Coordinator in emergencies; and, serves as a sitting member of department Occupations Health, Safety & Environment Committee

### 2. Responsibility:
**Budget / Orders – 25%**

**Duties:**
- Regular tracking and reporting of Systems operating budgets
- Prepares orders and processes invoices
- Review order requests for accuracy
- Process adjustments and chargebacks (using FAST Journal Voucher)
- Data entry into the Purchase Database, processing Web Requisitions and Credit Card orders
- Troubleshoots orders (e.g. receipt of goods and invoices)
- Reconciliation of transactions against actuals
- Reconciliation of staff purchasing cards
- Completion of reporting forms of anticipated actuals for fiscal year-end purposes
- Meet all fiscal year-end responsibilities and deadlines

### 3. Responsibility:
**Accounting / Payroll – 10%**

**Duties:**
- Process external billing to clients using FAST A/R
- Enter Payroll timesheets into Banner Payroll and calculate statutory holiday spreadsheets
- Extract payroll information from Timetracker (an internal Systems database)
- Process Computer Help Desk Daily Cash Reports (DCR), verifying accuracy of spreadsheets
- Process Papercut (Moneris) Daily Cash Reports
### 4. Responsibility: Reporting – 20%

**Duties:**
- Run outstanding order and invoice reports within purchases database
- Run outstanding queries report within FAST Reconciliations database
- Run project reports as requested by project managers
- Run outstanding WebReqs report
- Run outstanding FAST A/R report
- From the results of above reports: contact appropriate vendors/clients or internal departments to resolve outstanding issues

### REQUIRED QUALIFICATIONS:

**Skills:**
- Ability to adapt to a changing environment.
- Knowledge and ability to effectively navigate and troubleshoot standard office equipment (e.g. scanner, photocopier, multi line phone) and standard office software (e.g. Microsoft Office, etc).
- Confidence working with numbers and an ability to complete established accounting or human resources related calculations.
- Attention to detail and accuracy.
- Ability to plan, organize and prioritize in a way that meets established deadlines while providing a high level of customer service.
- Ability to multi-task and to work with constant interruptions.
- Good spoken and written communication skills.

**Specialized Knowledge/Education:**
- Financial reporting and processing software (e.g. FAST)
- SharePoint or similar
- Preference would be given to applicants who have business training or certification

**Experience:**
At least 1 year of administrative experience, including relevant financial activities and customer service. Working in a high volume environment. Equivalent combinations of training, education and experience will be considered.

---

**Employee’s Signature:**

**Date:**

**Supervisor’s Signature:**

**Date:**