

Working Title Area Administrative Coordinator		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Parks/Central Region/Yellowhead Management Area	Ministry Forestry and Parks
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Area Manager and part of the Central Region administrative team, the Area Administrative Coordinator provides a broad range of administrative services to Yellowhead Management Area and administrative support to the various Area programs. The work of the Area Administrative Coordinator is governed by area and regional priorities and operational plans; divisional and departmental policies, procedures, and guidelines; and, legislation. The key outcomes are the successful completion of timely and accurate financial administration tasks, personnel administration, records management, and the provision of administrative and operational support to the various Area programs. Ultimately the work performed by the Area Administrative Coordinator directly supports and contributes to the various Area programs meeting their respective goals and objectives.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Personnel administration to ensure the timely and accurate completion of various human resource management related functions in support of the various Area programs and in adherence with policies, processes, and guidelines by:
 - Completing commencement /termination packages for staff.
 - Managing personnel files and all records contained therein.
 - Reviewing payroll for staff to ensure time reporting, absence codes, coding, and leave balances are correct.
 - Reviewing and if necessary correcting submitted expense claims from Area staff prior to forwarding to expenditure officer for approval.
 - Resolving payroll enquiries from employees.
 - Ensuring Staff Development Forms are completed and forwarded to HR for input in IMAGIS Training Module.
 - Being the key contact for human resources administration related inquiries by staff.
2. Process accounts payable in order to ensure all financial and contractual obligations to vendors and contractors are met in accordance with financial policies, processes and guideline and within prescribed timelines by:
 - Issuing and tracking purchase order numbers for all non-p-card purchases made by the various Area programs.
 - Managing vendor accounts.
 - Reviewing for correct coding and documentation monthly p-card reconciliations performed by p-card holders.
 - Coding all incoming invoices and submitting payment vouchers for expenditure officer signature and then

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- forwarding all signed payment vouchers to Service Alberta for payment.
- Tracking submitted payment vouchers and verifying that all coding entered by Service Alberta in IMAGIS is correct.
- Correcting any coding errors by preparing and submitting journal voucher requests to Service Alberta.
- Tracking and reviewing utility accounts, telecoms accounts and fleet card expenditures (fuel and maintenance) on EPS (Electronic Payment System) to ensure correct billing is taking place.
- Assisting program staff with tendering service contracts.
- Responding to vendor inquiries regarding status of payments, invoicing issues, account setups, etc.

3. Administration of Area expenditure budget in accordance with established guidelines and procedures to support Manager with making financial decisions by:

- Entering expenditure figures obtained from financial reports generated by IMAGIS in budget tracking spreadsheets
- Ensuring all figures entered balance against figures reported by financial system.
- Compiling a list of outstanding credits and liabilities including outstanding invoices, p-card expenditures, and contractual obligations.
- Identifying and resolving any anomalous entries in financial reports.
- Preparing monthly expenditure budget forecast for review by Manager.
- Respond to finance related inquiries from Regional Controller and assist Controller with resolving issues.
- Assisting Manager with annual budget and manpower planning.

4. Reconciliation and tracking of dedicated revenue in accordance with established guidelines and procedures to ensure revenue is properly reconciled and reported according to applicable requirements and to provide Manager with accurate and timely access to financial information by:

- Completing revenue reconciliations and bank deposit forms for certain revenue streams i.e. self registration camping revenue
- Reviewing for accuracy revenue reconciliations for various revenue streams completed by other program staff e.g. concession, campground booths.
- Serving as the primary contact for issues related to submitted revenue reconciliation and either correcting identified issues or assisting others with correcting identified issues.
- Entering all revenues in Area revenue tracking spreadsheet.
- Preparing monthly revenue forecast for review by Manager.
- Respond to revenue related inquiries from Regional Controller and assist Controller with resolving issues.

5. Manage the Area's paper and electronic records to ensure records remain secure and accessible and are managed in accordance with pertinent records management policies and procedures regarding file structure, disposition, and safe keeping by:

- Filing paper records generated by various Area programs in the appropriate location within the established filing system.
- Reviewing on a periodic basis existing records and disposing of ones that have met the retention requirements.
- Responding to, in a timely fashion, requests for records by various program staff and management.
- Maintaining a logical and accessible folder and file structure on the Area's shared drive

6. Maintaining accurate and up-to-date attractive asset inventory lists as required by financial policies to ensure attractive assets are accounted for and disposed of in accordance with pertinent write-off policies and procedures by:

- Entering newly acquired attractive assets in asset tracking system.
- Writing off obsolete damaged, or missing assets and removing from inventory.
- Verifying listed assets against actual assets and determining reason for discrepancies.

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- Working with various Area programs to update inventory listing with previously acquired but not recorded assets.
- Responding to inquiries by Regional Controller regarding attractive asset inventory issues.

7. Provide training and follow up support to wage staff from various program regarding administrative processes such as time entry, expense claim submission, and procurement to ensure accurate and timely completion of these task in accordance with policies, guidelines and procedures by:
 - Preparing lesson material and keeping same up-to-date.
 - Presenting information to wage staff during sessions scheduled as part of their orientation process.
 - Answering any questions and supporting supervisors in doing the same.
 - Following up with respective staff and supervisors if processes are not followed or followed incorrectly.

8. Provide Administrative and Operational support to Area staff and programs to assist with the delivery of efficient and effective client services in accordance with applicable program requirements, established policies and procedures by:
 - Managing access management swipe cards – assigning to new staff, resolving issues, ordering replacement
 - Acting as the custodian and being accountable for all cash floats and petty cash.
 - Assisting staff with the completion, reviewing, and forwarding to the appropriate authorities OH&S incident reporting forms.
 - Assembling the agenda and keeping minutes for periodically held Area team meetings.
 - Providing general administrative support for Manager and Area staff e.g. mailing of correspondence, typing, ordering of office supplies, etc.
 - Processing and distributing incoming courier and mail.
 - Maintaining and distributing staff contact lists and emergency contact lists.
 - Providing input and participating in discussions regarding various operational issues and challenges during Area team meetings.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

One of the main challenges this position is faced with is the breadth and diversity of the programs and staff it supports (see above). In order to provide effective and meaningful administrative support, the Area Administrative Coordinator needs to have a high level of familiarity with the various program's requirements, priorities, and procedures. All of the work performed by the position has to be accurate and is often subject to tight timelines e.g. monthly budget forecasts. In order to be successful, the Area Administrative Coordinator has to build and maintain effective and communicative relationships with a diverse group of people. This is of particular importance since the Area Administrative Coordinator has to gain and maintain the cooperation of Area staff in order to successfully meet administrative requirements and deadlines e.g. p-card reconciliations and attractive asset verification. A further challenge faced by the Area Administrative Coordinator is the continual addition of new and change in existing administrative processes and procedures driven by larger corporate changes. Often these changes are not clearly communicated and their impact results in unanticipated additional complexity and workload.

Although diverse, problems and challenges encountered are generally resolved based on existing policies and procedures. However, on occasion, solutions need to be synthesized using research or consultation with others. A certain amount of creativity is required of the position as finding ways to streamline processes, reduce duplication, and innovate in order to enhance efficiency and efficacy are expected.

The Area Administrative Coordinator is required to work independently and make decisions in regards to planning and organizing the position's day-to-day work with minimal supervision. Routine decisions on how to apply established policies and procedures to issues at hand are made on an ongoing basis. An example of this would be the resolution of time reporting errors or omissions (eg does time worked qualify for weekend premium?) through the application of the pertinent

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part of the collective bargaining agreement. Decisions that carry risk or are complex in regards to finances, labor relations, political sensitivity, or other serious impacts are referred to the manager.

In terms of impact, there are a number of key areas affected by the work performed by the Area Administrative Coordinator. Internally, the ability of all Area programs to deliver on their respective priorities hinges on the Area Administrative Coordinator's work being carried out properly. For example, delays in having IT related accounts set up in a timely fashion and with the correct permissions may result in an entire group of seasonal staff unable to access a critical business application required to deliver services to the public. Failure to successfully perform responsibilities can also result in inaccurate financial forecasts being reported, accounting mistakes due to incorrect coding of expenses and revenues occurring, or delays in wage staff receiving their pay cheques. Many areas of the responsibilities carried out by the position are subject to independent financial audit. The Area Administrative Coordinator routinely deals with information of a personal and/or confidential nature such as employee pay rates, personal information, and information related to WCB reports. Maintaining confidentiality is critical to meet statutory information protection requirements. Externally, the work performed by the Area Administrative Coordinator directly impacts the organization's relationship with vendors and contractors and their perception of government, and impacts the ability of the various programs supported by the position to deliver services to the public.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Knowledge:

- Thorough knowledge of various Area programs, their priorities, and requirements in terms of administrative support
- MS Office suite, particularly Excel and Word
- Accounting principles
- Regulations, policies, processes, and procedures governing financial administration responsibilities
- Regulations, policies, processes, and procedures governing personnel administration responsibilities
- General office practices and operations
- Pertinent business and financial systems e.g. IMAGIS, EPS, CMS, OSSI, Exclaim, etc.
- Records management systems, policies, and procedures
- OH&S incident reporting related policies and procedures
- IT related concepts and terminology

Skills:

- Problem solving and research
- Written and verbal interpersonal communication skills
- IT and office equipment trouble shooting and set-up skills

Abilities:

- Understand and articulate at times complex issues and problems related to IT
- Convey information regarding administrative processes to others
- Effectively manage time and priorities
- Build and maintain relationships with others
- Adapt to ever changing processes and procedures

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Internal

Staff from various Area programs:

- Performance of daily administrative support tasks – continuous and ongoing Regional Controller

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- Make and respond to inquires, submit required financial information, submit requested reports, resolve issues and problems related to processing of financial transactions
- Provide input and feedback related to policy and process Improvements Divisional and Departmental Staff
- Investigate and initiate error corrections in financial transactions and respond to internal audit requests Service Alberta Staff
- Investigate and initiate error corrections in financial transactions; obtain information regarding the status of payments to vendors and contractors
- Make inquires and resolve issues related to Payroll AB Infrastructure
- Submit work orders and service requests related to building maintenance and operations and follow up to ensure proper and timely resolution

External

Vendors and contractors

- Purchase office supplies
- Set up vendor accounts and manage accounts
- Respond to inquiries regarding the status of outstanding invoices and Payments General Public
- Respond to basic public inquiries

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position is expected to supervise 2 District Clerks classified at the AS4 level.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date