



Making a difference...together

Employment Opportunity

Property Assist – Maintenance & Account Services

Planning & Protective Services – Regional Housing

Competition	20/009
Status	Regular Full time
Hours of Work	70 hours bi-weekly
Rate of Pay	\$31.44 to \$33.35 per hour
Close Date	4:00pm on February 11, 2020

Summary

The Administrative Clerk 3 (Property Assist – Maintenance & Account Services) is responsible for the delivery of administrative and field services in a variety of areas of property maintenance operations. This position regularly communicates, collaborates and coordinates with other CRHC staff to ensure a strong team culture that supports CHRC goals and objectives.

This position requires a clear criminal record check to work with vulnerable populations. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.

Duties & Responsibilities

- Calculates and monitors Payroll budget reporting; reviewing for accuracy and processing Caretakers' timesheets after approval by Property Manager.
- Processes and codes administrative, maintenance operating and capital replacement payables using SAP & Plant maintenance module; including contract billings and ensuring timely payment of statutory lien holdbacks and reoccurring payments.
- Reconciles vendor accounts and related financial records.
- Reviews, codes, authorizes payments for building utilities and researches usage discrepancies by portfolio.
- Responsible for creation of capital plan sheets including 'to date' spending, preparation of component spending reports for analysis and minor component pattern development as assigned.
- Assists in the preparation of annual budgets (capital, contracted services caretaker payroll) and provides monthly reporting.
- Acts as an administrative champion and supports training and guidance for ongoing systems and processes as required. Champion roles include areas, such as: SAP Plant Maintenance, Worker Check, caretaker payroll master sheets, annual inspection scheduling, parking card & entry systems, fleet vehicle maintenance & licensing as per CRD Fleet services, liaise with IT for department hardware & phone requirements.
- Prepares and inputs corrective journal entries for other Admin Clerk 3s and creates goods receipts for replacement reserve invoicing.
- Coordinates all cellphones requirements for portfolio staff.
- Assists, prepares and monitors capital/service/seasonal tender bids and contracts in coordination with the Property Managers, ensuring bonding, Worksafe BC and insurance requirements throughout the contract or standing agreement duration.
- Schedules, coordinates and provides administrative services for new and ongoing preventative maintenance programs, timely completion of annual inspections, appliance replacements, pest control tracking, maintenance of pest resource sheets and Caretakers' /Property Managers' meetings.

- Receives unit paint awards for turnovers, stores them to Sharepoint and provides Property Manager with applicable chargeback portions for move out.
- Responds verbally or in writing to inquiries, complaints and unit modifications from residents, neighbours and service contractors in coordination with Property Managers and Caretakers.
- Works with Property Managers, contractors, consultants and other staff to coordinate and schedule maintenance services; ensuring all parties receive accurate, timely information that impacts the complex.
- Coordinates parking access cards for underground parking & supports Caretakers dealing with towing company.
- Coordinates jointly with other Administrative Clerk 3 and Property Managers in the CRHC Worker Check program.
- Develops various reports for analytical purposes.
- Provides back-up to other Administrative Clerk 3s (Maintenance & Accounts Services)
- Follows all policies, procedures and standards of CRD/CRHC.
- Performs other related duties as required.

Qualifications

- Completion of 2nd year CA/CGA/CMA, and/or a Certificate in Business Administration or related field, plus five (5) years' directly related work experience, including significant residential property management experience or equivalent combination of education and experience.
- Excellent communication (verbal and written), interpersonal and customer service skills are required
- Must have working knowledge of legislation relevant to a social housing operation, including the Residential Tenancy Act and WorkSafe BC policies and procedures, and OH&S Regulations
- Knowledge of union agreements, and a technical understanding of residential property management
- Must have superior organizational and administrative skills
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint)
- Experience with computerized enterprise system such as SAP
- Experience with computerized asset maintenance systems such as SAP Plant Maintenance
- Experience with accounts payable processing and accounts reconciliations
- Experience with the preparation and monitoring of budgets and budget expenditures
- Must be fully conversant with contract tendering procedures and legal requirements
- Ability to apply advanced analytical techniques, and general accounting techniques
- Knowledge of fundamental residential construction
- Ability to work effectively, efficiently and independently with minimal supervision, and to set and re-evaluate priorities
- Must possess a valid BC Driver's License

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

