

Class No.:	
Original Date:	
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Pay Group:	18

CLASS SPECIFICATION

PROJECTS AND CONTRACTS ASSISTANT, CDO

NATURE AND SCOPE OF WORK

This is varied administrative work in support of multiple non-base funded projects within the Community Development and Outreach programs, at times of a confidential and sensitive nature. An incumbent in this job is primarily responsible for coordinating the non-academic administrative functions and performing support tasks for the programs. Duties include preparing draft partnership agreements; preparing budgets; tracking, monitoring, and reconciling expenses and revenue; updating stakeholders on financial status of projects; and tracking and ensuring deadlines are met. A high level of accuracy, organization and attention to detail is required. This position receives direction from a Program Coordinator or Coordinators and reports to the Dean.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares draft Partnership Agreements from template, for approval by the Coordinator(s). This includes proofreading for accuracy and compliance with Division and University policy and checking budget figures for accuracy.
- Prepares internal and external budget spreadsheets; gathers and inputs data into spreadsheets and databases; prepares draft budgets for non-base funded activities in CDO according to the requirements stipulated in funding contracts; prepares operating budgets and capital requests in consultation with and for the approval of the Coordinator(s).
- Tracks and monitors multiple budgets and multiple project cost centres including preparing initial reconciliations of cost centres; posting actual from management reports and comparing actual to budget; maintaining, monitoring and preparing draft budget reconciliation statements and reports for a selection of non-base funded activities; deposits and records revenue. Proactively seeks current information on a continual basis, follows up on outstanding issues, reports on variances from budget, and researches discrepancies.

- Assists Coordinators and Project Managers by answering questions regarding the status of project files; providing regular status updates and proactively informing stakeholders regarding the financial status of projects at key times.
- Prepares and processes disbursements, expense reports, invoice and cost centre requests and charge backs; printing and reviewing management reports; and contacting Financial Services as required. Investigates and resolves discrepancies or brings them to the attention of the Coordinator(s). Has signing authority within University guidelines. Maintains petty cash fund.
- Recommends, designs, compiles or generates routine or ad hoc reports and letters.
- Maintains a schedule and follow up system of matters outstanding, commitments, meetings and appointments, and ensures that deadlines are met.
- Orients new Coordinators to administrative tasks, guidelines and deadlines as outlined in the Coordinator's Manual. Orients new faculty to University and departmental administrative guidelines.
- Arranges and attends department meetings, including preparing agendas and taking minutes. Serves on committees as required.
- Represents the department at events; responds to enquiries and provides non-advising information about department's programs; forwards leads to project managers.
- Plans and arranges special events and programs including organizing catering, supplies, equipment, advertising, invitations, transportation, venue booking and set-up.
- Assists faculty and staff with the operation of computers, phones, faxes and other office equipment.
- Performs support duties including drafting correspondence; researching and ordering supplies, equipment and duplicating; contacting facilities for maintenance and office moves; maintaining departmental files, lists and other records, including databases; opening and distributing mail; and coordinating lab, locker or flat file access. Communicates with suppliers and venues regarding availability, cost, and shipping and delivery details.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the regulations, policies and procedures governing the program.

- Thorough knowledge of word processing and spreadsheet applications.
- Considerable knowledge of departmental and Capilano University Board financial policies and procedures, rules and regulations
- Considerable knowledge of generally accepted accounting principles.
- Considerable knowledge of business English and spelling.
- Considerable knowledge of office practices and equipment, bookkeeping, computerized reporting systems, and arithmetic.
- Considerable knowledge of database applications.
- Ability to multitask, apply organization skills to meet deadlines, and work with minimal supervision.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.
- Ability to adapt to changing situations.
- Ability to maintain attention to detail with constant interruption.
- Ability to establish and maintain effective working relationships with a diverse group of other employees, students and the general public.
- Ability to balance, reconcile and keep accurate records and to investigate and research discrepancies.
- Ability to make accurate mathematical calculations with speed and accuracy.
- Ability to enter data accurately.
- Ability to maintain confidentiality and handle sensitive issues with tact and diplomacy.
- Ability to establish and maintain administrative procedures.
- Skill in keyboarding to 50 wpm.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years (approximately 60 credits) of post-secondary business education comparable to the Diploma in Business Administration program offered at Capilano University, including courses in accounting or bookkeeping.
- Three years of directly related administrative support experience, including demonstrated experience with bookkeeping or accounting.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

- None