

IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: BCGEU)
FROM: HUMAN RESOURCES DEPARTMENT
POSITION: ADMINISTRATIVE ASSISTANT, FINANCE
ONE REGULAR FULL-TIME POSITION - VANCOUVER
This position is on a modified workweek
COMPETITION NO: B047-18
DATE POSTED: JUNE 12, 2018
CLOSING DATE: JUNE 26, 2018
STARTING DATE: ASAP
SALARY: Job Class 6 (\$40,322 - \$46,018)

This position will provide administrative and clerical support to the Manager, Finance and Administration and department in Finance functions, including: fiscal year end assistance, basic Ministry filing, preparing billings to external and internal stakeholders, and beginner to intermediate use of spreadsheets for centrally tracking various finance and administration department information.

PRIMARY FUNCTION:

To provide administrative support services to the Manager and department.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

DUTIES:

1. PROVIDES ADMINISTRATIVE SUPPORT:

- a) Resolve day to day administrative problems by determining the nature of the problem and providing information directly and/or in correspondence;
- b) Type, format, proof-read, and edit documents in accordance with accepted LSS style guidelines;
- c) Record and monitor department/project expenditures, correct/report discrepancies, and summarize up-to-date spending on request;
- d) Maintain department records of timesheets, leave notices, funding applications and contracts;
- e) Verify and code invoices;
- f) Arrange for, train and orient temporary/casual office staff;
- g) Arrange meetings and/or conferences; contact participants; arrange venue and catering;
- h) Make travel arrangements and monitor travel expense claims;
- i) Maintain office supplies inventory and order office supplies;
- j) Assist staff with the implementation of new/revised administration procedures.
- k) Use a variety of software programs with speed and accuracy to produce a variety of materials;
- l) Record, transcribe and distribute minutes of meetings;
- m) Maintain multi-user filing systems and computerized filing systems; and
- n) Open, read and action incoming mail.

2. PROVIDE ADMINISTRATIVE ASSISTANCE ON PROJECTS

Specific project-related job duties will vary by department, but may include:

- a) Collect, assemble, and edit data;
- b) Prepare reports/papers and other documents in an appropriate format;
- c) Convert documents to PDF format in accordance with accepted LSS style guidelines for posting on the intranet/internet;
- d) Maintain and update contact databases, mailing lists, and other reference lists
- e) Take inventory and maintain asset database; and
- f) Prepare documents for Finance such as PST recovery form.

3. PERFORM OTHER RELATED DUTIES:

- a) Perform other related duties, as assigned;
- b) Contact and schedule focus of pilot groups for a variety of projects; and
- c) May assist in the preparation of user acceptance testing scenarios.

QUALIFICATIONS:

Basic requirements

- grade 12 education supplemented by secretarial and computer course(s)
- minimum 2 years relevant experience as outlined in rated requirements
- minimum typing speed 45 wpm
- intermediate skill in MS Outlook

- advanced skill in MS Word
- intermediate skill in MS Excel
- basic skill in MS Access
- basic skill in MS PowerPoint
- OR an equivalent combination of education and experience

Rated requirements

- knowledge of secretarial and administrative procedures
- knowledge of LSS policies and procedures and the structure of the Society is an asset
- knowledge of record-keeping filing systems; ability to set-up and maintain department filing system/s
- ability to communicate effectively with a wide variety of internal and external clients and stakeholders
- ability to identify, analyze and solve problems
- ability to draft routine and non-routine business correspondence
- ability to assess requests and determine appropriate action
- ability to organize workload, identify urgent items, and set priorities
- ability to work well under pressure, cope with a heavy workload, and meet deadlines
- ability to be discreet and manage confidential information
- ability to work with a high level of accuracy and efficiency
- ability to assign and direct work to casual help
- ability to work independently, take initiative, and function effectively as part of a team
- must have excellent communication and interpersonal skills
- must have excellent organizational skills
- must have sound knowledge of MS Windows environment and internet research tools

This competition requires the candidate to complete the following tests:

- **Typing – 45wpm**
- **MS Outlook**
- **MS Word**
- **MS Excel**
- **MS Access**
- **MS PowerPoint**

We offer (based on your employment status and affiliation):

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition no: B047-18
400-510 Burrard Street
Vancouver, BC V6C 3A8
Fax: (604) 682-0725
E-mail address: resumes@lss.bc.ca
VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.