

**JOB DESCRIPTION**

BCGEU

1. Position No. 32201, 82095	2. Descriptive Working Title Accounting Technician		3. Present Classification CL5
4. Branch Finance Services	5. Department Accounting	6. Work Location Hybrid – Site Central	Date Sep 2018 Revised Jul 2023 Revised Aug 2025
7. Position No. of Supervisor 82457	8. Descriptive Work Title of Supervisor Supervisor, General Accounting		9. Classification of Supervisor AO 5
10. Job Summary:			

Reporting to the Supervisor, General Accounting, the Accounting Technician performs a variety of accounting duties in BC Housing's Accounting department, with primary responsibility for the accounting administration of the Corporate Purchasing Card (P-card). He/she/they monitors and audits card use to ensure compliance with BC Housing's policies and procedures, completes related accounting processes including monthly journal entries, adjustments and accruals, and provides training, support and guidance to corporate purchasing card users and administrators in other business areas. The role also assists with other month-end and year-end accounting activities.

11. Duties:	<ol style="list-style-type: none">1. Administers the accounting of BC Housing's Corporate Purchasing Cards by preparing journal entries for monthly P-card transactions, uploading transaction files into JD Edwards One (JDE1), identifying and reconciling transactions to ensure they are recorded properly in a timely manner, and preparing adjustments to journal entries for coding errors.2. Conducts regular audits of all corporate card use, ensuring all corporate purchasing card transactions comply with BC Housing Standards of Conduct Policy, Travel Expenses Policy, and Corporate P-card Policy, and documenting the audit process and results. Provides audit training to other accounting staff assisting with audits.3. Monitors P-card violations and follows up on doubtful transactions through to rectification. Reports serious violations and fraudulent P-card use to Finance management for corrective action.4. Provides training and system support to all P-card cardholders, including explaining BC Housing's policies and procedures, providing guidance on appropriate and inappropriate transactions, transaction coding instructions, approvals, and use of the purchasing card online system.5. Works closely with the Supply Chain Services department on the implementation of new P-cards, including providing suggestions, testing, implementation, and training. Provides recommendations for changes/enhancements to P-card procedures and for the training of new cardholders.
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6. Participates in cross-functional working groups for the implementation and upgrades of the P-card system, proposes solutions to improve processes and ensure data integrity, and implements approved changes. Works closely with the Information Management and Technology (IMT) department on process improvements, transaction scheduling, and reporting. Liaises with the credit card vendor regarding P-card system setup and other issues.
7. Prepares monthly P-card audit statistics report for management review, regular, and ad hoc reports on purchase card transactions as requested. Prepares the CEO's annual P-card expense summary.
8. Prepares month-end inventory journal entries and other journal entries as requested by the Supervisor, General Accounting, the Assistant Comptroller or Comptroller
9. Responds to accounting inquiries from other departments and coordinates with other departments on month-end and year-end accounting requirements, as requested by the Supervisor, General Accounting.
10. Participates in accounting system upgrades by providing recommendations for system changes, conducting system testing, supporting the implementation, and assisting with providing orientation to other users of the system.
11. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No. 32201, 82095	2. Descriptive Working Title Accounting Technician	3. Present Classification CL5
4. Education, Training and Experience		

Post-secondary diploma in Accounting, or Finance, or other relevant fields.

Considerable experience in clerical accounting functions in a high-volume computerized environment.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge, Skills, and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound knowledge of accounting principles and concepts, business processes and procedures, and internal business controls.
 - Sound knowledge of accounting administration rules and procedures.
 - Sound practical knowledge of computerized accounting systems and applications.
 - Sound knowledge of Enterprise Resource Planning (ERP) systems.
 - Excellent attention to detail and proficiency with figures.
 - Strong analytical, investigative, and problem-solving skills.
 - Strong verbal and written communication skills.
 - Excellent interpersonal and customer service skills, including a high degree of tact and diplomacy under stressful situations.
 - Excellent time management skills, with the ability to prioritize tasks and to plan ahead for critical dates.
 - Excellent skills in Microsoft Office Suite, particularly Excel, Word, and Outlook.
 - Ability to exercise discretion, sound judgment, and perform all duties in a professional manner.
 - Ability to work independently with minimal supervision.

6. Occupational Certification
