

Job Title	Financial Operations Coordinator, Accounts Payable and Receivable	Classification	Grid Level 18
Department	Financial Services	Position #	FS5004
Reports to	Financial Operations Supervisor	Date Updated	February 2026

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Financial Services department supports the Legislative Assembly through the provision of advice and services on budgets, financial management and planning, accounting, reporting, policy, processes and controls, public disclosure of Members of the Legislative Assembly (MLA)'s compensation and expenses, and administrative procedure.

JOB SUMMARY

Reporting to the Financial Operations Supervisor, the Financial Operations Coordinator, Accounts Payable and Receivable (Coordinator) supports a variety of Financial Services functions including accounts payable and allowances, accounts receivable, travel claim administration, accounting and financial reporting, accounting system maintenance, control and process enhancement, researching and drafting policies, training materials, briefing notes, and other administrative tasks as required. This position is responsible for ensuring that Financial Services practices comply with legal, accounting, cardholder, and best practice policy standards. The position also supports the purchasing card program for 96 constituency offices.

KEY RESPONSIBILITIES

- Coordinates the full cycle vendor payment process, purchasing card program, MLA allowance and travel reimbursement processes, purchasing cards, and full cycle revenue/receivables process;
- Reviews and approves expenditures in accordance with Assembly policies and procedures, including MLA travel reimbursements and vendor payments;
- Coordinates the invoice batch review and posting process, ensuring all transactions are adequately supported, accurate, and reconciled before posting;
- Performs the Payment Authority role to ensure that all transactions have been approved in accordance with Assembly policy; Receives purchasing card reconciliations and enters into Workday with supporting documentation and reconciliation; Reconciles payment batches to batches posted to the general ledger prior to issuing payment, and coordinates and performs the weekly cheque and EFT issuance processes;
- Reviews and posts monthly purchase-card batches prepared by the Accounts Administrator, Payables and Allowances;

- Prepares/reviews journal entries, accrual entries and month-end entries;
- Coordinates the month end and year-end accounting process ensuring that all steps are completed by the appropriate staff in a timely manner.
- Provides guidance to the Parliamentary Gift Shop and Parliamentary Dining Room employees regarding the accurate accounting of transactions and controls over periodic inventory counts;
- Prepares and issues Monthly Financial Projection reports to each branch which includes reviewing and analyzing the completed reports, following up with branches where necessary, and consolidation of data for the Legislative Assembly Monthly/Quarterly Financial Update report for review by the Financial Operations and Reporting Manager;
- Coordinates process documentation and creation of a financial operations procedure manual;
- Assists with maintaining and updating the Assembly's accounting policies, including researching accounting standards, analyzing complex accounting systems, and recommending appropriate accounting treatment;
- Reviews and/or prepares monthly, quarterly, annual, ad hoc financial reports and analysis with strict attention to detail and quality;
- Coordinates with and provides support and backup to external and internal auditors.
- Develops intranet resources including guidance, bulletins, forms, and other tools. Provides guidance, feedback, and directional support to other staff in regards to the above responsibilities.
- Assists with ensuring the integrity and maintenance of Workday by coordinating troubleshooting, upgrades, enhancements, and other work with the Assembly's software provider; and,
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC

Executive Financial Office

Director, Financial Services

Financial Operations and Reporting Manager

Financial Operations Supervisor

Financial Operations Coordinator, Accounts Payable and Receivable

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in accounting, finance, business administration, public administration or a related program, plus at least three years of progressive accounting and financial administration experience.
- Experience in the application of general finance and administration policies and processes, financial reporting, financial systems and controls.
- Intermediate to advanced skills with Microsoft Office Suite.
- Experience with WorkDay, or similar is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Understand and apply accounting principles and standards related to public sector accounting.
- Interpretation and application of policies and regulations.
- Strong problem-solving and analytical skills.
- Maintains a high standard of accuracy and quality in financial reporting.

- Organize and prioritize work in a time-sensitive environment.
- Maintain accurate records and have strong attention to detail.
- Excellent service orientation with superior customer service skills.
- Ability to display discretion, tact, and confidentiality while working with all contacts.
- Ability to communicate effectively and professionally both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and as part of a team.
- Ability to adapt to a changing environment.
- Desire and initiative to continuously improve processes, services, and outputs.