LEGISLATIVE ASSEMBLY of BRITISH COLUMBIA

JOB DESCRIPTION

Job Title	Financial Services Co-op	**Classification**	Grid Level 9
Department	Financial Services	**Position #**	FS5007
Reports to	Financial Planning and Analysis Manager/Financial Operations and Reporting Manager	**Date Updated**	October 2025

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 MLAs' compensation and expenses, and administrative procedures.

JOB SUMMARY

Reporting to the Financial Operations and Reporting Manager or the Financial Planning and Analysis Manager, the Financial Services Co-op supports a variety of functions in Financial Services including accounts payable and allowances, accounts receivable and deposits, travel claim administration, accounting and reporting, annual budget preparation, the public disclosure of Member of the Legislative Assembly (MLA) expenses, researching and drafting briefing notes, and various other administrative tasks as required.

KEY RESPONSIBILITIES

- Assists with accounts payable and accounts receivable functions including processing and certifying various payments and deposits.
- Assists with processing of MLA travel claims to ensure accuracy and eligibility.
- Assists with month-end procedures by preparing journal entries, reconciliations, and financial reports.
- Provides budget preparation support including updating templates, consolidating information, and preparing analysis.
- Documents Financial Services' operating processes including but not limited to accounts receivable, accounts payable, cash management, financial reporting, expense reimbursement, and website management.
- Prepares communications, tools, and resources for departments and constituency offices.
- Assists with the quarterly MLA disclosure process by ensuring all receipts related to constituency office expenses and MLA travel expenses are scanned, redacted, and summarized for MLA expense

disclosure reports in a well-organized manner and in accordance with Legislative Assembly policies and procedures.
- Responds to enquiries from staff, legislative assistants, MLAs, departmental clients, vendors, and outside agencies, and provides advice and guidance relating to accounting and Legislative Assembly policies and procedures.
- Prepares reports, briefing notes, spreadsheets, and financial analysis as required.
- Performs research relating to accounting policies, tax implications, legislation, and policies.
- Assists in the research and development of Financial Services processes to ensure the continuous improvement of services.
- Sets up and maintains constituency office vendor records in the accounting system.
- Obtains, verifies and assesses accuracy of information, and processes, resolves, or escalates issues.
- Summarizes and reviews all redacted receipts related to constituency office expenses and MLA travel expenses for quarterly MLA expense disclosure reports in a well-organized manner and in accordance with Legislative Assembly policies.
- Performs office administrative functions for the department by answering the office main telephone line, monitoring departmental email accounts, and assisting with receiving and distributing mail.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
Executive Financial Officer
Director, Financial Services
Financial Planning and Analysis Manager/Financial Operations and Reporting Manager
Financial Services Co-op

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Currently enrolled in the 2nd, 3rd, or 4th year of a degree program, or enrolled in a post-degree diploma program, in accounting or a related field (e.g., Finance, Commerce, or Business Management).
- Experience working in a professional office environment is considered an asset.
- Experience in office administration is considered an asset.
- Experience using an ERP system such as Workday is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of financial operations and related practices and procedures.
- Knowledge of and ability to apply basic accounting principles and standards.
- Familiarity with MS Office, in particular Excel, Word, and PowerPoint.
- Demonstrated effectiveness in providing exceptional client service.
- Strong interpersonal and communication skills, both oral and written.
- Strong time management and prioritization skills with proven ability to meet deadlines.
- Ability to work effectively and positively with colleagues, managers, clients, and individuals at all levels of the organization.
- Ability to work within a team environment as well as independently.

- Ability to maintain accurate records and have strong attention to detail.
- Ability to display discretion, tact, and confidentiality while working with all contacts.
- Ability to perform analysis, apply judgement, and solve problems.