

TITLE: BUSINESS ADMINISTRATOR

CLASSIFICATION: CLK 14

JOB OVERVIEW

The Business Administrator provides specialized technical and administrative services for the Business Area (BA) in support of a competitive auction process for marketing crown timber. The Business Administrator prepares a wide variety of contracts and tenures, provides financial administration and maintains a variety of systems and services integral to meeting BA operational goals and objectives.

AT THE GRID 14 LEVEL- THIS POSITION IS EXPECTED TO WORK INDEPENDENTLY WITHIN THE RESPONSIBILITIES OF THE POSITION WITH A CLEAR UNDERSTANDING AND COMPREHENSION OF THE LEGISLATION, POLICY AND PROCEDURES IN IDENTIFYING RISK AND MAKING RECOMMENDATIONS.

ACCOUNTABILITIES

Timber Sale License and Tenure Administration

- Reviews applications for license to ensure regulatory requirements are met. Identifies and communicates risk and makes recommendations for tenure award or denial. (e.g., licences permits and tiered deposit levels) Prepares the appropriate legal document for issuance including the applicable clauses to be included based on BCTS regulations.
- Provides advice, interpretation and explanation of legislation, regulations, policies and procedures for a variety of tenures by responding to various verbal and written inquiries from the public, applicants, staff and other agencies.
- Administers the timber sale licence and tenure process, including compiling and creating documentation of legal tenures approving posting of tenure opportunity according to advertising regulations and policy requirements (i.e. Official Notices/FTA approval) and recommending modifications of existing tenures, licenses and agreements.
- Reviews BCTS registration applications, conducts non-arm's length relationship review, investigates associations, identifies risks, makes recommendations for approval or denial in ensuring registrants meet legislative requirements upon registration, and updating multiple systems.
- Conducts detailed financial and performance eligibility checks to determine approval and final deposit level calculations required for management authorization by consulting corporate deposit calculator and tiered deposit regulation.
- Investigates, provides advice or resolves client issues impacting eligibility decisions.
- Receives applications for resource authorizations (e.g., road permits) and prepares the appropriate legal document for issuance including the applicable clauses to be included.
- Conducts public auction and tender openings, or provides witness according to regulation and operating procedures.
- Administers and monitors extensions, transfers, deletions, amendments, determination and closure of all tenures related to the BC Timber Sales regulation under the *Forest Act*.
- Searches various electronic and hard copy sources (e.g., BC Registry, Client, Accounts Receivable Management System (ARM)) for information and details.

- Verifies and confirms the legal identity and status including the financial standing of licensees prior to issuance, transfers, extensions, amendments, deletions, renewals and determination of resource documents.
- Evaluates and approves release of bid deposits contingent on financial status evaluation.
- Evaluates and drafts recommendations for the authorization of refunds, release of holdback and securities, extension, transfer, deletions, determinations and closure of all tenures.
- Calculates and processes payments for bids, securities, and other monetary instruments pertaining to resource tenures in an accurate and timely manner. Records and maintains detailed documentation of money received in tracking systems and databases (e.g., BCTS Admin, ARM).
- Creates and completes a variety of documents including legal, contractual, statutory documents. Provide quality assurance for documents by ensuring legal and document policy requirements are met.
- Updates and maintains multiple systems to ensure critical, time sensitive data integrity to support management decisions, award eligibility, MPS data requirements and accurate reporting. Creates and produces statistical reports.
- Reviews, compiles and assesses reports/documentation to process a variety of management activities and recommends a course of action; ensures compliance with applicable legislation, regulations, (e.g., *Forest Act, BC Timber Sales Regulations*), policies and procedures, including the *Freedom of Information and Protection of Privacy Act*.

Contract Administration

- Coordinates and administers various types of contracts for multiple lines of business (e.g., Planning, Sales, Access, and Silviculture). Reviews contracts for compliance with Ministry contracting policies and standards, including *Freedom of Information and Protection of Privacy Act* and trade agreements. Provides reports for various management activities.
- Provides advice and guidance to contract managers, staff and contractors on issues such as: elements of risk, mandatory or financial requirements, and modification and tender award policy and procedures, in accordance with BCTS's Contract Quality Management System certification (QMS).
- Coordinates for contract advertising and ensures processes align within legislative requirements.
- Prepares and administers contract documents and transactions through the contract lifecycle, providing quality assurance and ensuring approvals are in accordance to the authority matrix. Inputs and maintains contract database for life cycle management, financial goal reporting and audit control.
- Assigns contract numbers, activates project codes, encumbers funds, code and process expenditures, and release holdbacks and securities upon completion of term.
- Conducts tender openings, identifies risk and makes recommendations on contract award.
- Calculates and processes deposits, securities, holdbacks and releases, within required timelines.
- Verifies and confirms the legal identity, status and eligibility criteria including safety certification, prior to contract issuance, Contract Modification Agreements, deletions and renewals.
- Participates in contract audit and administrative reviews to ensure policy and procedures are followed.
- Resolves issues with contractors such as; contractor eligibility, financial and legal process or customer relations requirements.

- Maintains critical, time sensitive data integrity in multiple systems to support management decisions, award eligibility, and accurate reporting.

Financial Administration

- Codes and processes purchase requisitions, encumbrances, invoices, bid deposits, securities, etc., ensuring cost accounting requirements are met. Verifies compliance of contract terms and billing arrangements with financial policies/procedures.
- Provides advice and support to TSO staff and clients on processing invoices, tracking payments, processing coding corrections or journal vouchers to address issues.
- Maintains records and generates reports to facilitate analysis of current and historical expenditures, profitability analysis, business planning, performance management, and cost accounting goals. Reconciles and adjusts contract and other expenditures to support month end reviews and fiscal reporting.
- May be responsible for petty cash or initiating expenditures for expense authority approval.

Administrative Support and other

- Represents TSO in provincial or local working groups and participates in projects, making recommendations for improving work procedures and policy.
- Provides a variety of administrative support functions as required.

JOB REQUIREMENTS

- Secondary school graduation.
- A minimum of four years (gained within the last ten years) of related administrative experience including experience or training in keyboarding, database management, spreadsheets, word processing and other standard computer applications with strong demonstrated skills. A combination of related experience, education and/or training may be considered (i.e. business or public administration, finance, legal secretarial).
- A minimum of two years of experience in contract administration, policies, standards and procedures. Contract administration is defined as providing advice and guidance, preparing and administering contract records including reviewing documentation and transactions to ensure all requirements are met.
- A minimum of one year of financial management experience. Financial management is defined as working with computer assisted accounting and reporting systems including; accounts payable, receivables and the general ledger. Including experience coding, processing, storing, tracking and retrieving records and information in an electronic environment.
- Experience assessing risk and making recommendations within a highly regulatory, legal or policy and procedure enforced environment.
- Experience computing a variety of mathematical calculations and using applications to enter and retrieve data, performing accounting functions and producing financial reports.
- Experience working in a high production environment, in meeting deadlines while providing quality services to clients.
- Experience identifying problems and developing options for resolution within policies and guidelines.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security

screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

PREFERENCE STATEMENT

- Knowledge of timber sales administration policies and procedures, acts and legislation including administration of various systems.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to assess risk and make recommendations with the understanding and comprehension of the legislation, policy & procedures.
- Demonstrated ability in basic financial management. Financial management is defined as working with computer assisted accounting and reporting systems including; accounts payable, receivables and the general ledger. Including experience coding, processing, storing, tracking and retrieving records and information in an electronic environment.
- Ability to perform a variety of mathematical calculations and using applications to enter and retrieve data, performing accounting functions and producing financial reports.
- Ability to work in a high production environment and meet deadlines while providing quality services to clients.
- Ability to identify problems and develop options for resolution within policies and guidelines.
- Ability to organize and manage workload priorities and meeting deadlines.
- Ability to proof-read and show attention to detail to provide quality assurance.
- Ability to work with little or no supervision.
- Ability to use computer applications (such as spreadsheets, databases, electronic mail, and word processing) to enter and retrieve data and create and edit a variety of effective correspondence and reports.

BEHAVIOURAL COMPETENCIES

- Business Acumen is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs. (L2)
- Problem Solving & Judgment is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions. (L3)
- Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation. (L3)
- Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client. (L3)
- Teamwork and Cooperation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views. (L3)