



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: CAPITAL ADMINISTRATION COORDINATOR **SCHEDULE:** B
DIVISION: PROJECT DELIVERY **PAYGRADE:** 13
DEPARTMENT: CIVIC OPERATIONS

JOB SUMMARY:

The incumbent is responsible for providing a senior level of administrative, financial and reporting support to the Project Delivery Division. The incumbent supports the Project Delivery Manager and the project team throughout the capital project lifecycle to ensure capital projects are delivered on time, within budget and in accordance with specifications. The Coordinator provides assistance with financial reporting, budgeting, job costing, records management and other project related matters necessary for successful project completion.

The Capital Administration Coordinator also tracks the status of capital projects through the development and maintenance of integrated project management software. Further responsibilities include assisting with the development and maintenance of administrative guidelines and procedures. The Capital Administration Coordinator works in a self-directed manner and displays considerable initiative and independent judgement. Performs related duties.

MAJOR RESPONSIBILITIES:

Under the supervision of the Manager, Project Delivery:

Provides financial support by:

- assisting the Manager, Project Delivery and Project Supervisors with the preparation of capital budgets;
- preparing regular status reports on the Project Delivery Division capital budgets;
- setting up and reporting on major capital projects using the job costing software;
- coordinating capital budget files in multiple systems;
- tracking information for capital expenditure reporting;
- performing data entry of project information, work orders and credit card charges;
- assisting Project Supervisors in monitoring the efforts and billing of third party workers such as contractors and consultants;
- monitoring and finalizing all work orders and third-party accounts;
- researching, applying for, and administering grants;
- producing infrastructure grant status reports from progress draws, work orders and related documents; and
- performing year-end functions including reconciliations and preparing working papers;

Provides administrative support for project staff by:

- tracking and documenting project milestones and deliverables through project portfolio management software;
- acting as the project management software champion to the division, providing expertise and user support.;
- training new users on the project management software, as required;
- actively developing new and improved procedures to maximize the functionality of the project management software;
- preparing financial progress reports;
- scheduling, coordinating, and attending meetings and taking/distributing minutes, as required;
- file management of electronic project documents in eDOCS including the set-up and maintenance of contracts, change orders, progress draws, budgets, as built drawings, reports, and operating and maintenance manuals;
- creating and maintaining a variety of data bases; project spreadsheets and templates;
- preparing and distributing a wide variety of documents, records, reports or correspondence for both internal and external use;
- assisting with payroll, pcards and invoicing processing and documentation;
- assisting with reconciling and balancing various records and accounts by making repetitive numerical calculations with speed and accuracy.
- maintaining and ordering office supplies for the division;
- setting up project binders; and
- handling confidential information in a discreet and professional manner.

Assists in the management of assets by:

- utilizing an asset management system incorporating all facility assets to track facility condition;
- tracking a variety of construction and equipment warranty contracts; and
- converting available hard copy asset data to an electronic format.

QUALIFICATIONS:

Education: Completion of Grade 12. A post-secondary diploma in Finance, Accounting or a related discipline, including accounting courses, from an accredited post-secondary institution recognized in the BC Transfer Guide.

Experience: Five years' progressive administrative and accounting experience preferably in the construction industry including administering budgets, accounts payable, accounts receivable, year-end accounting procedures, maintaining paper and electronic filing systems and developing and maintaining administrative support procedures and processes.

Knowledge and Skills: Thorough knowledge of administrative practices and accounting principles. Knowledge of construction processes and terminology. Ability to make repetitive numerical calculations with speed and accuracy and to control and balance various records and summaries. Ability to plan and coordinate work assignments. Ability to make decisions in accordance with established policies and procedures. Ability to summarize and prepare required material including meeting minutes. Excellent data entry and proofreading skills (grammar,

punctuation, spelling) with a high degree of accuracy and attention to detail. Strong time management and verbal and written communication skills. Demonstrated initiative and the ability to function in an independent manner. Excellent organizational, prioritization and time management skills. The ability to effectively manage a high volume of work, set priorities and meet multiple deadlines. Sound problem solving and decision making abilities. The ability to analyze workflow/processes. Adept at conducting research into project related issues. The ability to function within, and contribute to, a collaborative team environment. The ability to be flexible in a changing work environment. The ability to communicate openly and respectfully in verbal and written form. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. A strong customer service orientation and the ability to deal courteously, tactfully and diplomatically with internal and external customers. Discretion in handling confidential matters. Considerable knowledge and demonstrated expertise with computerized accounting systems. Considerable computer proficiency with MS Word, MS Excel, Access, Hubble, City Ware, City Works, Electronic Document Management and other related computer applications pertaining to the work. Expert level knowledge and technical skill with the integrated project management software. Well-developed active listening skills to assist in troubleshooting technical problems. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license: Yes. Valid BC Driver's License, full privilege, Class 5.
Vehicle Usage: Yes. Personal vehicle.
Police Information Check: Yes.

Prepared by: L. Hanson/L. Hemsall
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