

TITLE: WILDFIRE SERVICES CLERK

CLASSIFICATION: CLERK 9

MINISTRY: FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

WORK UNIT: BC WILDFIRE SERVICE

SUPERVISOR TITLE: WILDFIRE SERVICES ADMINISTRATOR

SUPERVISOR POSITION #: 00004000

JOB OVERVIEW

The BC Wildfire Service (BCWS) is a unique program of government tasked with the responsibility of preventing and managing wildfire on the landscape. With a workforce of approximately 1600 the program's staff are dedicated to undertaking the BCWS mandate in delivering effective wildfire management and emergency response support to protect values, while encouraging sustainable, healthy and resilient ecosystems.

This position is responsible for processing corporate wildfire services transactions in a dynamic environment.

ACCOUNTABILITIES

Required:

- Review and analyze financial data transactions for accuracy and compliance to financial legislation, policy, and procedures and actions corrections as required.
- Processes accounts payable and receivable documents, entering approved invoices into the Corporate Accounting system for payment.
- Review payroll and daily time documentation, ensuring correct completion.
- Identifies issues and inconsistencies with documentation and advises supervisor.
- Provides administrative support, preparing contract and procurement documentation to standards.
- Assists with collating and reviewing documentation for accurate reporting.
- Provides support services and responds to inquiries from staff, clients, partners and stakeholders.
- Assists in development and revision of training materials, delivering financial and administrative training as required.
- Functions in Incident Command System positions as assigned
- Participates on committees and special projects as assigned.
- Assists with corporate wildfire services as required.
- Assists with adjusting and correction entries as required.

JOB REQUIREMENTS

- Secondary School Graduation or equivalent.
- Experience working in an office setting and computerized systems.
- Preference may be given to those with training or experience in basic accounting or bookkeeping.
- Valid Class 5 driver licence.
- Preferred experience with electronic accounting systems.
- Preference in training or experience in basic accounting or bookkeeping.
- 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**).

WILLINGNESS STATEMENTS

- To be flexible regarding ongoing changes in responsibilities, assignments and corporate structures.
- To keep current on emerging issues.
- To take in-house training and certification as required.
- To fly in aircraft (fixed wing and rotary) as required.
- To work extended hours; including weekends, and be on standby with limited notice in accordance with the preparedness plan.
- To travel and overnight in remote locations where accommodations may vary as required.
- To participate in ICS positions as assigned.
- To work under adverse or stressful conditions, including smoke, extreme heat and mountainous terrain in remote and isolated conditions.

BEHAVIOURAL COMPETENCIES

- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change, and accepting changes within one's own job or organization.
- **Information Seeking** it implies going beyond the questions that are routine or required in the job. It may include 'digging' or pressing for exact information; resolution of discrepancies by asking a series of questions; or less focused environmental "Scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **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.
- **Service Orientation** implies a desire to identify and serve customers/clients who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

- **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.