

<b>FUNCTIONAL WORKING TITLE</b>		<b>CLASSIFICATION</b>	<b>EBC TEMP TARIFF RATE</b>
Electoral Finance Reviewer		Financial Staff	\$18.00 per hour
<b>NUMBER OF POSITIONS</b>	<b>WORK TERM (START AND STOP DATES)</b>	<b>WORK GROUP OR LOCATION(s)</b>	<b>Date</b>
3	September 8, 2009 to July 31, 2010	Victoria	July 3, 2009

**DUTIES AND TASKS, QUALIFICATIONS, COMMON STATEMENTS, RESTRICTIONS:**

The Electoral Finance Reviewer is responsible for conducting an administrative and financial review of electoral financing reports submitted by political parties, constituency associations, leadership contestants, candidates, advertising sponsors, Members, proponents and opponents to ensure compliance with applicable legislation, Elections BC (EBC) policies and procedures, and generally accepted accounting principles. The Electoral Finance Reviewer also provides information and support to external clients regarding the financing provisions of the *Election Act*, *Referendum on Electoral Reform 2009 Act* and associated Regulations.

**Organizational Relationships**

The Electoral Finance Reviewer reports directly to and receives day to day guidance from the Electoral Finance Officer, and the Manager, Electoral Finance.

**ROLE DUTIES AND TASKS:**
**1. Conducts an administrative and financial review of electoral financing reports and recommends their acceptance or rejection by:**

- reviewing annual and election financial disclosure reports submitted by political parties, constituency associations, leadership contestants, candidates and advertising sponsors, and recall and initiative financing reports submitted by Members, proponents and opponents to ensure accuracy and completeness
- determining if financial reports are in compliance with the applicable legislation (*Election Act*, *Recall and Initiative Act*, *Referendum on Electoral Reform 2009 Act*, etc.), EBC policies and procedures, and generally accepted accounting principles
- contacting financial agents and others to clarify financial reports and correct errors
- providing advice and guidance to financial agents and facilitating problem solving to ensure compliance of financial reports
- recommending acceptance of reports to the Manager, Electoral Finance and, once approved, advising financial agents of acceptance
- for reports failing to comply, developing recommendations for further action required, reviewing with the Electoral Finance Officer and, once approved, issuing instructions to financial agents
- reviewing supplementary reports filed to ensure corrections have been satisfactorily made
- recommending acceptance or rejection of supplementary financial reports

**2. Provides information, advice and guidance regarding the financing provisions of the *Election Act*, *Referendum on Electoral Reform 2009 Act* and the *Recall and Initiative Act*, EBC policies and procedures, and generally accepted accounting principles.**

3. **Inputs and proofreads data for the publication of financial reports, which summarize financial information from political parties, candidates, leadership contestants, constituency associations, advertising sponsors, proponents and opponents and Members.**

**QUALIFICATIONS:**

**Education and Experience:**

- Completion of college-level introductory accounting courses, specifically financial accounting
- Experience in the review and analysis of balance sheets and income statements
- Experience using standard computer applications, including Microsoft Office, database and spreadsheet software

**Knowledge:**

- Knowledge of generally accepted accounting principles (GAAP)

**Skills and Abilities:**

- Use of financial and business computer applications
- Ability to analyze balance sheets and income statements and determine compliance with relevant acts, policies, procedures and generally accepted accounting principles
- Ability to interpret the relevant acts, policies and procedures in plain language to a variety of individuals
- Proven ability to work effectively in a team environment
- Strong analytical, organizational, communication and interpersonal skills
- Strong attention to detail required
- Proficiency in oral and written English required

**Competencies:**

**Teamwork and Co-operation** 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.

**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.

**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.

**Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.