

Document Coordinator

Classification: Clerk 12

Salary: 54,387.32 – 61,395.95

Job Type: Regular Full-Time

Location: Victoria, BC

An eligibility list may be established for future vacancies.

Do you want to be part of a challenging and rewarding work community?

The Office of the Auditor General of B.C. (OAG) is an independent office of the legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, an excellent compensation package, and flexible working arrangements.

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We are committed to creating and reinforcing diversity, equity, inclusion, and psychological safety – creating a safe environment where everyone feels they belong and are encouraged to bring their whole selves to work. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, and emotionally nourishing – with lots of great food – and fun!

Interested in growing your career? We offer support for your professional development and education and reimbursement of your professional dues. Other benefits include:

- Extended health benefits,
- Policies and benefits to support your personal and family needs,
- Public service pension,
- Life insurance, and
- Confidential employee and family assistance program.

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with partial views of the beautiful Inner Harbour.

About the Role

Reporting to the Audit Documentation Team Lead, this position receives, reviews, formats, and finalizes all incoming audit correspondence and clarifies information with key parties to make initial determinations or recommendations within established criteria and guidelines.

The position is part of the Operational Support Services team, which is valued for their collaborative sense of teamwork and administrative expertise, making a significant impact on maintaining and improving the work of our office's diverse audit portfolios.

Accountabilities

- Receives and acknowledges incoming correspondence from internal staff through FastTrack, as well external stakeholders through a shared mailbox on a variety of tasks to support audit operations.

- Ensures the preparation, documentation, reporting and transmission of highly confidential and high-profile audit materials.
- Establishes and maintains administrative processes in relation to approvals and tracking audit engagements from acceptance through to lock down, in support of the office's system of quality management.
- Ensures the lock down of completed audit files to prevent a breach of security.
- Reviews supporting information with audit staff to ensure documentation is complete and accurate before it is finalized and sent.
- Analyzes information provided to determine if the document is within the outlined parameters and, provides additional guidance when it is not.
- Liaises with internal and external stakeholders, and/or other parties to clarify conflicting/missing information required to support the decision-making process.
- Follows the standards and policies governing the office and makes determinations within established criteria, or recommends the appropriate action to senior staff and/or management.
- Enters audit and auditee contact information in database(s) and maintains databases as well as audit files.
- Seeks guidance from professional practices, supervisor, and/or senior audit staff on unusual matters.
- Escalates cases to supervisor and/or senior staff when matters are outside established criteria or where issues are contentious.
- Provides information to staff, the public, and other parties regarding office policies and procedures.
- Proofreads, types and/or formats correspondence, documents, and audit reports from drafts or written notes.
- Updates and maintains administrative policy and procedures manuals.
- Manages and maintains template and signature libraries.
- Files audit materials along with tracking, flagging, follow-up as necessary.
- Sends embargoed reports, ensuring the confidentiality and security as well as meeting distributional deadlines.
- Issues contact verification surveys to all provincial government reporting entities and follows up for missing information to update and maintain the office's database.
- Creates electronic and printed binders, when necessary, ensuring proper order and distribution.
- Performs mail merges to send larger mail outs, such as letters of instruction to external audit partners in charge.
- Provides administrative support services to audit portfolios as needed, including booking travel.

- Provides back up reception duties as required.

Job Requirements

- Grade 12 graduation or equivalent.
- Experience providing administrative support in a complex environment.
- Experience using MS Office Suite, including Microsoft Word, Excel, PowerPoint and Outlook.
- Experience applying legislation and regulations.

Preferences

- Preference may be given for experience working within an auditing office and/or within the B.C. public service.
- Preference may be given for one year of office experience providing administrative support services.

Conditions

- Must be eligible to work in Canada (Permanent Resident, Canadian Citizenship).
- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- We support a flexible hybrid work environment. However, you must be able to work in the office when required by your supervisor.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

To be considered for this role candidates must submit a resume with the months and years at each position and a completed qualifications matrix to hr@bcauditor.com. **Your resume must include whether you are eligible to work in Canada, and whether this is temporary.** Failure to provide all the requested documents will result in your application being unsuccessful.

Applications will be accepted until Thursday, March 6, 2025.

We encourage candidates of all backgrounds and all abilities to apply. We invite candidates to ask for help if they need accommodations for the job application process.

For more information, please contact hr@bcauditor.com.