

JOB DESCRIPTION

Position: RCMP Finance/Fleet Clerk

Union: CUPE Local 374

Approval Date:

1. FUNCTION

Reporting to the Manager of RCMP Administrative Services, the incumbent provides financial and fleet support to the Detachment. The range of duties is complex and confidential in nature, requiring knowledge of financial processes and fleet administration, and strong interpersonal and communication skills. The incumbent must possess the ability to perform a variety of tasks under a demanding workload, and work effectively and efficiently under deadlines, with very little supervision beyond established policies and procedures, of which the incumbent is required to have sound knowledge. Obtaining and maintaining an RCMP Enhanced Reliability Clearance is an *essential* condition of this position.

2. TYPICAL DUTIES

Financial Responsibilities:

- a) Provide financial expertise and support to the detachment and municipal partners by providing recommendations, monthly budget reviews and reconciliation, and accurate administrative record keeping.
- b) Liaise with RCMP E Division Corporate Finance and municipal partners regarding the Detachment's budgets to ensure accounts payable/receivable and recovery of policing costs are processed accurately in accordance with applicable federal and municipal policies, procedures, and guidelines.
- c) Process and monitor detachment financial transactions including monthly acquisition card reconciliation, accounts payable/accounts receivable, to ensure accurate and timely reporting. Ensure transactions receive or have received appropriate Delegated Financial Signing Authority (DFSA) approvals and accounting classification. Initiate corrections and adjustments to accounts when needed.
- d) Liaise with various internal and external financial stakeholders for procurement requirements related to detachment operations, including research and interpretation of applicable Federal Standing Offers and Supply Arrangements, as needed, in order to comply with Government of Canada Procurement policy.
- e) Monitor and reconcile detachment expenditures using Team SAP and or TEAM Portal, to verify the accuracy of accounting classification and claim entitlements as per policy, and ensure appropriate DFSA was obtained.
- f) Submit quarterly reports to RCMP E Division in order to reconcile cellblock costs for quarterly billing to the municipal partners.
- g) Process all financial transactions in accordance with year-end procedures of the Detachment within established deadlines and policy.
- h) Perform financial duties related to the detachment community policing program, monitoring municipal funds and performing monthly account reconciliation as one of two authorized bank account holders.

- i) Perform other related duties as required.

Fleet Responsibilities:

- a) Track the detachment fleet, including roadable and marine assets, using data management software, to conduct monthly tracking and data entry of paper and electronic fleet records to achieve policy compliance.
- b) Perform compliance check of each vehicle administrative file, including reconciling vehicle receipts with monthly statements and periodic auditing.
- c) Identify, schedule, and coordinate the logistics of ensuring individual vehicle maintenance and repairs are actioned as per RCMP E Division Fleet Management policy and guidelines.
- d) Conduct monthly visual vehicle inspections and the associated tasks to initiate the repair, maintenance or replenishment of equipment to uphold and maintain the safety and integrity of equipment standards that are required for an RCMP police vehicle.
- e) Track and maintain vehicle and detachment moveable assets inventory log such as safety equipment and use of force equipment.
- f) Collect, maintain and audit information pertaining to the detachment inventory of moveable assets, including but not limited to use of force equipment (such as but not limited to OC spray, firearms, conducted energy weapons and holsters), hard body armor, breath testing equipment, vehicle safety equipment.
- g) Other related duties as required.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Working knowledge of accounting procedures, budgeting and forecasting.
- b) Strong attention to detail and organizational skills. Ability to apply safety protocols when working with and maintaining the inventory of equipment.
- c) Ability to effectively communicate orally and in writing.
- d) Demonstrated ability to work independently, under pressure, and to set and maintain priorities in meeting all required deadlines.
- e) Proficient knowledge and understanding of RCMP and Treasury Board departmental policies, RCMP Fleet Management policies and RCMP Administrative Records guidelines.
- f) Advanced skills in use of Microsoft Office Suite. Knowledge of Holman, TEAM Portal and Team SAP are considered an asset.

4. TRAINING AND EXPERIENCE

- a) Completion of Grade 12, supplemented by post-secondary courses in Business Administration (Accounting or Finance option) or related discipline.
- b) Five years of directly related finance or administration and fleet experience.
- c) Obtain and maintain an RCMP Enhanced Reliability Clearance.
- d) Valid Class 5 BC Drivers Licence.