

POSITION TITLE		CLASSIFICATION	EBC TEMP TARIFF RATE
<i>Compliance Services Representative – Electoral Finance</i>		Project Coordinator	\$25.36 per hour
NUMBER OF POSITIONS	WORK TERM (START AND END DATES)	WORK GROUP OR LOCATION(S)	Posting close date:
23	August 22, 2022 – February 10, 2023	Central Saanich, BC	May 24, 2022

JOB OVERVIEW

Reporting to the Compliance Officers, the Compliance Services Representative will provide information and support to external stakeholders, in a contact centre environment, about the financing provisions in the *Local Elections Campaign Financing Act* (LECFA), relevant regulations, and Elections BC (EBC) policies and procedures. The Compliance Services Representative will also conduct comprehensive reviews of campaign financing disclosure statements submitted by candidates for local elections offices (e.g. mayor, councilor, electoral area director, and board of education trustee), elector organizations and advertising sponsors to ensure accuracy and completeness.

ROLE DUTIES AND TASKS

1. **Provides information, advice and guidance about the financing provisions of LECFA, relevant regulations and EBC policies and procedures by phone and email:**
 - Documents correspondence with stakeholders including candidates, financial agents, authorized officials, local jurisdiction officials, advertising sponsors and the general public.
2. **Conducts reviews of campaign financing disclosure statements and recommends their acceptance by:**
 - Reviews campaign financing disclosure statements for acceptance by the filing deadline according to the applicable legislation and EBC policies and procedures.
 - Contacts candidates, financial agents and authorized officials to discuss issues identified in disclosure statements and correct errors.
 - Provides advice and guidance to candidates, financial agents and others to facilitate problem solving to ensure compliance of disclosure statements.
 - Recommends acceptance of disclosure statements and voluntary supplementary reports to senior staff and, once approved, advising filers (Principal Officials, Financial Agents or candidates) of acceptance.
 - For disclosure statements failing to comply, develops recommendations for further action required, reviewing with senior staff and, once approved, issuing instructions to filers.
3. **Reviews applications and recommends the registration of advertising sponsors:**
 - Contacts advertisers to discuss issues with application and correct errors.
4. **Reviews documents and data for acceptance criteria, and prepares for publication:**
 - Inputs and proofs data for client management and publication.
 - Prepares and scans disclosure statements for publication on the EBC website.
 - Ensure private and confidential information is obscured before publishing.
5. **Other related duties as required.**

QUALIFICATIONS:**Education and Experience:**

- Secondary school graduation or equivalent.
- Experience providing excellent client service in a fast paced, high-volume work environment.
- Experience using standard databases, spreadsheets, and word processing applications.

Preference may be given to applicants that have:

- Completed a certificate or degree from a recognized post-secondary institution.
- Experience providing client service in a call or contact centre work environment.
- Previous experience working at Elections BC.
- Experience using CLIFF, EIS or FRPC.
- Knowledge of local elections campaign financing objectives, policies, and practices.

Knowledge, Skills and Abilities:

- Strong attention to detail.
- Ability to interpret relevant acts, policies and procedures in plain language to a variety of individuals over the phone and by email.
- Strong analytical, organizational, communication and interpersonal skills.
- Proficiency in oral and written English.
- Ability to maintain confidentiality when working with sensitive information and materials.
- Ability to maintain a positive attitude in times of high stress and tight deadlines.
- Proven ability to work effectively independently and cooperatively in a diverse team environment, demonstrating maturity, tact, and discretion.
- Ability to analyze financial statements and determine compliance with relevant legislation, policies, procedures.
- Ability to be a non-partisan representative of Elections BC.

Competencies:

- Communication
- Analytical Thinking
- Initiative
- Problem solving and judgement
- Results Orientation
- Service Orientation
- Teamwork and Co-operation