



## BC EGG MARKETING BOARD

### JOB DESCRIPTION

<b>POSITION TITLE:</b>  <b>Accounting &amp; Operations Coordinator</b>	<b>REPORTS TO:</b>  Manager, Finance
<b>DATE: September 2019</b>	

#### BOARD PROGRAM AND OPERATING ENVIRONMENT:

The BC Egg Marketing Board functions under the authority of the Natural Products Marketing (British Columbia) Act. The Board Chair is appointed by Order in Council and members are elected. The Board has the responsibility to allocate production quota to individual producers, ensure compliance, establish minimum producer prices and collect levies to finance operations.

The activities of the Board are supervised by the BC Farm Industry Review Board. The Farm Industry Review Board is an independent, quasi-judicial tribunal established to provide general supervision of all marketing boards and commissions in BC.

#### Our Vision:

**A cohesive and sustainable, growing BC egg industry that meets the needs of consumers while being socially and environmentally responsible.**

#### Our Mission:

**To engage stakeholders to meet the demands of the marketplace.**

- Making principle based decisions based on SAFETI guidelines
- Building trust through transparency
- Providing high value support to members to help them thrive in the face of change
- Continuing to build our social license and raising the bar on health, safety and sustainability

#### Our Values:

**Both the BC Egg Marketing Board and staff are committed to the sustainability of our industry and our stakeholders by:**

- Being **accountable** and taking responsibility for the work that we do



- Doing all things with **excellence** by giving our best at all times
  - Having **respectful & caring** relationships by minding how we address our staff, consumers, and farmers alike
  - Being **transparent** in everything that we do and sharing our information appropriately, with pride
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#### **PRIMARY PURPOSE:**

This position focuses primarily on key programs while providing support to members of the accounting and operations team by performing a variety of duties, which include data collection, analysis and other related functions.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Program Support**

- Monitors and records Chick Placement Permits (CPP)
- Confirms hatch confirmations to CPP's in TM1 and follows up on any discrepancies
- Responsible for the coordination of SE producers by forwarding test results to relevant stakeholders, prepare and maintain levy abatements, completing workbooks and documentation for CEIRA claims and answering questions producers or CEIRA may have regarding claims

##### **Data Processing**

- Manage inventory database by processing weekly inventory reporting to EFC and period EFC audits.
- Monitor and maintain Flock projection database to forecast future expected inventory balances

##### **General**

- Maintains effective and respectful interaction with co-workers and stakeholders to maximize the benefit of healthy relationships and open communication.
- Provides back up for the Accounting and Operations team, as well as assisting Management in completing other duties as required.

#### **DESIRED EDUCATION, EXPERIENCE AND COMPETENCIES**

##### **Education and Experience:**

- A minimum of 2 years in an accredited post-secondary program, preferably mathematical or accounting related program.
- Medium to advanced skills in excel
- Accounting experience is preferred but not required



**Competencies**

- Proven strong knowledge of Excel, including linked worksheets and workbooks
- Ability to analyze data, trouble shoot and problem solve.
- Ability to maintain confidentiality and commitment to service excellence
- Excellent communications skills, both written and oral
- Highly organized with a proven ability to effectively prioritize work to meet deadlines
- Ability to function effectively in a dynamic, fast paced team environment

## Our Ground Rules

VALUE EACH OTHER	
<ul style="list-style-type: none"> <li>• <b>Validate</b> other’s concerns</li> <li>• <b>Accept</b> that your team may have a different opinion than yourself</li> <li>• <b>Listen</b> with the intent to change your mind</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Understand</b> by listening attentively and seeking clarity of the meaning behind the words</li> <li>• <b>Empower</b> each other and acknowledge individual strengths &amp; potential</li> </ul>
GROUND RULES	
<ul style="list-style-type: none"> <li>• Listen with the intent to change your mind</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback and suggestions are welcome however, may not always be implemented</li> </ul>
<ul style="list-style-type: none"> <li>• Change is constant. Be open to it.</li> </ul>	<ul style="list-style-type: none"> <li>• Be supportive to each other in times of personal strife or work challenges</li> </ul>
<ul style="list-style-type: none"> <li>• Be humble when receiving feedback – do not jump into defense mode</li> </ul>	<ul style="list-style-type: none"> <li>• Value your colleagues past experience and strengths</li> </ul>
<ul style="list-style-type: none"> <li>• Challenge yourself to do things with excellence</li> </ul>	<ul style="list-style-type: none"> <li>• When in conflict, deal directly with your colleague with the intent to work things out together</li> </ul>
<ul style="list-style-type: none"> <li>• Be mindful of your personal time vs BC Egg’s time</li> </ul>	<ul style="list-style-type: none"> <li>• Once a decision has been made, the whole team stands by this decision and shows a united front</li> </ul>
<ul style="list-style-type: none"> <li>• Treat all stakeholders with honesty, integrity and dignity</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to other’s ideas with respect and interest</li> </ul>
<ul style="list-style-type: none"> <li>• Give up the “right” to be right!</li> </ul>	<ul style="list-style-type: none"> <li>• Before you speak ask yourself if it is constructive and contributes positively to the team or individual</li> </ul>
<ul style="list-style-type: none"> <li>• Gather all information available before making a decision</li> </ul>	<ul style="list-style-type: none"> <li>• Be focused on detailed, quality results</li> </ul>
<p><b>In summary we endeavor, at all times, to provide a safe work environment that is supportive of the productivity, personal goals and self-esteem of every employee.</b></p>	

## Our Conflict Management

DEALING WITH CONFLICT	
STLC	PAUSE
<ul style="list-style-type: none"> <li>• <b>Stop</b> – Before you respond in anger or frustration, stop to give yourself time to calm down</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pause and think</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Think</b> about what the real issue could be</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Affirm</b> relationships</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Listen</b> by asking the other person what they think the issue might be</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Understand</b> the issues</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Communicate</b> by sharing your thoughts and try to resolve issue together</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Search</b> for creative solutions</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Evaluate</b> different options</li> </ul>