

Financial Administrative Assistant

Date: Feb,
2017

GRADE: USG 6

Reports to (Job Title): Executive Officer

Jobs Reporting (Job Titles): None

Location: Waterloo Campus

Primary Purpose

The Financial Administrative Assistant (FAA) ensures accurate and timely recording and analysis of Information Systems and Technology (IST) operating and project budgets. The FAA is responsible for the management of the department's accounts receivable processes and practices.

Key Accountabilities:

Financial Reporting, Data Analysis, and Account Reconciliations:

- Provide analytical support to the Executive Officer and other members of IST's Executive Team.
- Responsible for the creation of monthly financial reports and projections, for the Executive Officer. These reports include expenditures and commitments for the various segments of IST business (e.g., regular operating, campus software, special projects).
- Controls accounts receivable of hardware, network, physical security charges, and software purchases. This system processes over \$1,000,000 annually.
- The incumbent manipulates data and creates term end reports to provide records of printing revenue collected across campus and determines the sales tax and WATCARD fees that are owed.
- Facilitates annual charges for the backup services provided by IST servers. Accounts created during the fiscal year are billed on a pro-rated basis and the incumbent manually extracts data to process charges in these instances. In addition, the incumbent manually extracts data to process refunds for any clients choosing to discontinue service during the fiscal year. The integrity of these charges and refunds are confirmed by the incumbent and electronically uploaded to Finance.
- Following appropriate Accounting principles, reconciles equipment, professional development, software and hardware maintenance purchases, in excess of \$4,000,000 to uWaterloo financial statements.

Client Service:

- Interacts with university departments, IST groups, and external vendors to resolve any outstanding financial issues and questions.

Process Improvement:

- Identify opportunities for expense control and reduction.
- Maintain and document policies and procedures for finance related items within Information Systems and Technology.

Position Requirements

Education:

University degree or equivalent education and/or experience

Experience:

- Minimum 3 years' experience in a general accounting function with increasing levels of responsibility
- Recent working knowledge of budgets, accounting and financial management preferably in the University environment
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Competent in strategies and creative thinking
- Strong analytical and problem solving, interpersonal, organizational and communication skills
- Tact, judgement, and diplomacy are essential
- Demonstrated ability to work independently and handle confidential information
- Basic MS Word and PowerPoint experience
- Advanced experience with Excel
- Excellent organizational, prioritization and planning skills

Technical:

MS Word	Excel	PowerPoint	Other
Average	Advanced: to create reports and metrics	Beginner	University's online financial system; IST Time and Materials System; SharePoint; Request Tracker

Nature and Scope

Interpersonal Skills:

The Financial Administrative Assistant has excellent organizational, prioritization and planning skills, including the ability to handle small but time urgent requests. The FAA uses listening skills to identify and understand business requirements, is a proactive planner and maintains a sense of humour while handling varied requests.

Internally, this position interacts with staff representatives and managers within IST as well as accounts payable staff in other areas and the University's central finance team to obtain, clarify, and discuss information. Externally, this position interacts with various vendors in order to also obtain, clarify, or discuss information.

Level of Responsibility:

The FAA is expected to work independently to process transactions, respond to internal questions and vendor requests. In complex or unusual situations, issues may need to be elevated to the Executive Officer.

The FAA performs no direct supervision of others. This job has defined duties and responsibilities and receives direct supervision. Provides co-worker support and back-up as needed (e.g. during absences and peak activity).

Decision-Making Authority:

The FAA makes decisions that ensure that smooth paperwork design and process are in place. The position has signing authority (up to \$1,000 per transaction) on all IST operating and project accounts.

Physical and Sensory Demands:

This role requires exertion of physical or sensory effort resulting in slight fatigue, strain or risk of injury.

Working Environment:

This role involves minimal physical or psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. These may include lack of control over work pace due to work processes, irregular and/or high volumes beyond one's control, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g., phone calls, e-mails, unplanned but urgent support requests, or emergencies).