

Job Description

| | |
|------------------------|---|
| Job Title: | Finance Administrator |
| Department: | Science Technical Services |
| Reports To: | Technical Resources Manager, Faculty of Science |
| Jobs Reporting: | None |
| Salary Grade: | USG 8 |
| Effective Date: | |

Primary Purpose

The Faculty of Science supports an innovative research and teaching enterprise through facilities such as Science Technical Services (STS), encompassing a vacuum, electronics, and machine shop. The Financial Administrator is responsible for facilitating all financial activity, and for ensuring the integrity of financial processes and practices, in Science Technical Services.

Key Accountabilities

Financial Planning and Budget

- Supports strategic and budget planning process for Science Technical Services (STS) through preparation of reports and analysis.
- Supports review of financial operational status through financial analysis such as review of billing rates, etc.

Financial Reporting and Analysis

- Prepares monthly financial statements of operations, identifying potential issues and anomalies to management.
- Reconciles GL accounts on a monthly basis.
- Acts as the key contact for internal and external financial audits

Financial Administration

- Manages the purchasing needs of STS ensuring compliance with Policy 17 requirements.
- Ensures invoices for good and services purchased are processed and accounted appropriately for STS.
- Manages the internal charge-out process for STS ensuring accuracy and timeliness of invoicing and responding to internal user inquiries as required.
- Invoices external customers as required and is the point of contact for customer inquiries.

Job Management Database

- Ensures STS Job Management Database is up to date and accurate through timely input and periodic audits.
- Ensures STS Job Management Database produces adequately detailed invoices and distributes to internal customers.
- Manages the inventory system within Science Technical Services.
- Ensures accurate recording and tracking of inventory levels.
- Coordinates with relevant stakeholders to streamline the inventory management process.

Internal Control Support

- Ensures all incoming work orders are appropriately approved.
- Ensures compliance with UW policies and guidelines as they relate to financial and administrative activity.
- Analyzes internal processes, recommends, and implements approved procedural or policy changes to improve operations.
- Reviews PCard statements of holders in STS.
- Maintains and updates SOP for financial and administrative activity for STS

General Administration

- Manages STS Store ensuring it is well stocked and organized with current pricing and clear labelling.
- Provides training to department members engaged in financial activity. Includes, but is not limited to Concur, PCARD, Unit 4, travel and personal reimbursement, and research compliance.
- Assists the Technical Resources Manager with day-to-day administrative operations.
- Provides backup to Science Technical Services functions.

Required Qualifications

Education

- College diploma or university degree, preferably in a business-related discipline, or equivalent education and experience.

Experience

- 3-5 years of financial experience and related administrative activity required.
- Exposure to an academic environment, inclusive of research, is desirable.
- Experience with online financial reporting systems, databases, etc. (e.g. Unit 4, SharePoint, Power BI) essential

Knowledge/Skills/Abilities

- Competencies required include:
 - excellent written and oral communication skills
 - demonstrated analytical and problem-solving skills.
 - proven planning and organizational skills
 - ability to manage multiple projects and deadlines.
- Effective interpersonal skills and ability to build collaborative working relationships.
- Tact, judgement, and diplomacy are essential.
- Advanced skill level using Excel; intermediate Word skill level; basic skill level using PowerPoint

Nature and Scope

- **Contacts:** Requires the ability to communicate with all employees and students, primarily grad, who seek services from STS. Communication abilities must be geared to both financial and non-financial individuals. This position liaises with Finance, Research Finance, Dean of Science Office, Plant Operations, other Faculties, Payroll, and other external bodies on matters relating to financial matters and general administration.
- **Level of Responsibility:** This position is responsible for the accuracy and integrity of financial information produced in STS. Position is also given authority for small dollar purchasing.
- **Decision-Making Authority:** Follows established procedures; non-routine issues escalated to the Technical Services Manager.
- **Physical and Sensory Demands:** Office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions.