

Job Description

Job Title:	Financial Coordinator
Department:	Parking Services
Reports To:	Manager, Parking Services
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	August 2020

Primary Purpose

Reporting to the Manager of Parking Services this position is responsible for the internal and external billing of departmental accounts as well as reconciling internal charge outs for events and recurring parking permits. The Financial Coordinator processes and submits payroll for part time employees and participates in long term budget planning.

Key Accountabilities

Strategic Planning

- Supports the department's strategic planning efforts, addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure; maximizing opportunities for efficient delivery of parking services.
- Collaborates with all team members to align departmental processes as well as planned transformation efforts as identified by the Manager.

Financial Operations and Management

- Supports departmental planning, management and delivery of services related to parking and fostering a client-focused, service-oriented work environment for operational consistency and effectiveness.
- Reconciles monthly and bi-weekly payroll AIMS report with HR payroll report, and reports discrepancies to HR
- Submits taxable benefit summary to HR on quarterly basis
- Checks, prepares and submits bi-weekly payroll for casual staff using the University's electronic payroll system
- Prepares payroll submissions of departmental staff relating to overtime and statutory holiday pay
- Audits payroll deduction and cancellation cards
- Submits payroll and maintains records for shuttle employees
- Prepares monthly Corporate Accounting journals for finance for parking requests, events, staffing of special events
- Prepares Customer Sales Order for external accounts for finance
- Prepares Billing Statements and Client Statements and journals for monthly charges
- Prepares weekly Watcard journals for finance.
- Submits monthly recurring charges
- Prepares statements for off campus clients for special events
- Assists in the preparation of the annual budget and assist with the monitoring of monthly revenue and expense summaries.
- Invoices accounts that are not paying via internal or external account

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- Custodian of Petty Cash
- Prepares statements for outstanding violations
- Back up in cash room to include;
 - Reconciles all coin collected from parking lots (meters & pay and display) on a daily basis and prepare journals
 - Reconciles front office cash and credit card transactions, internet sales and prepare bank deposits and journals for finance.
 - Prepares recurring and credit card return transactions for internet sales
 - Ensures that all requests for tokens for various departments are fulfilled and charged to monthly journals

Customer Service

- Alerts the Manager, Parking Services of upcoming scheduling issues to ensure adequate back up at the front counter in support of the customer service team.
- Assists clients with various questions and inquiries from internal and external stakeholders in person, email, mail or telephone which involves responding to or redirecting questions and inquiries and/or gathering and distributing information, as required.
- Maintains a high standard of public relations at all times
- Sets priorities, manages a high work demand and conflicting priorities, and meets deadlines
- Communicates ideas and/or information effectively to others verbally and in writing
- Data entry of parking applications for faculty, staff and students on AIMS (Parking Software) as well as visitor parking
- Secretary to the Advisory board

Health & Safety

- In consideration of the University's commitment to the safety and well-being of all faculty, support staff, students, and visitors, ensures that University facilities and departmental activities are compliant with all applicable legislation, regulations, codes and standards related to facilities operations as well as occupational health and environmental safety.
- Active in health and safety and incident prevention by adhering to and ensuring colleagues are following departmental policy, procedures and safe work practices required by the University as outlines in Policy 34
- Fire Warden for Key Control and Parking Services

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Grade 12 graduate with some post-secondary study in business accounting and office administration

Experience

- 3-5 years' progressive experience in a role familiar with business practices and accounting
- Extensive knowledge/experience with University best practices for finance, payroll and human resources

Knowledge/Skills/Abilities

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- Intermediate skill level in the following programs: MS Word, Excel, Outlook and AIMS as it relates to reconciling all revenue streams.
- Set priorities, manage a high work demand and conflicting priorities, while maintaining deadlines
- Work independently with minimal supervision
- Communicate ideas and/or information effectively to others verbally and in writing
- Exercise judgement and discretion when handling confidential and sensitive information
- Use reason and judgement to make effective decisions and develop solutions to problems
- Excellent oral and written communication, organizational, time management and problem solving skills
- Ability to perform accurate data entry of parking applications for faculty, staff and students on AIMS as well as visitor parking

Nature and Scope

- **Contacts:** Liaise with all campus departments that require departmental charged parking. Ensure proper invoicing and work order information. Responsible for charging back external customers for parking as well as alerting Human Resources about applicable CRA information such as “taxable benefits” Tact and diplomacy are required to respond to sensitive issues and excellent communication skills are required.
- **Level of Responsibility:** Delegated authority by Manager during absences including refunds and problem solving.
- **Decision-Making Authority:** Has decision making authority within the scope of the position as it relates to financial transactions, refunds or billings. All others are escalated to the Manager, Parking Services.
- **Physical and Sensory Demands:** Requires excellent attention to detail. The ability to multi task and the ability to make decisions under pressure with competing priorities in a high traffic open concept office area
- **Working Environment:** Very busy office with competing priorities including, phone, counter, intercom, help lines as well as a resource to colleagues for difficult or unique accounts.