

## Job Description

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<b>Job Title:</b>	Financial Officer
<b>Department:</b>	University Relations
<b>Reports To:</b>	Vice-President, University Relations
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG10
<b>Effective Date:</b>	September 2017

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### **Primary Purpose**

The Financial Officer is accountable to the Vice-President, University Relations (VPUR) to provide financial management and planning support for all departments under the office of the Vice-President, University Relations. The incumbent supports the directors and managers within University Relations in their planning and expenditure roles and is the primary functional liaison with UW Finance. University Relations includes the departments of Marketing & Strategic Initiatives (MSI), Community Relations & Events (CRE), University Communications (UC) and Government Relations (GR).

In addition to budgeting, reporting and financial oversight provided to all units, the incumbent is the accounting and system resource providing support for payables and receivable and financial systems operations. The incumbent is responsible for the business process, financial management, compliance, and business administration for all departments in support of University Relations' goals. The incumbent contributes to plan development, and provides oversight for financial planning, budgeting and special projects. As such, they are involved in systems analysis and recommendations, pricing and invoicing strategy and procedures.

The incumbent is accountable for the integrity of all University Relations internal financial statements and ensures financial data is processed and recorded in accordance with generally accepted accounting principles and the University's policies and procedures.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Financial Management and Internal Control**

- Oversee all financial transactions for University Relations, which includes Marketing & Strategic Initiatives, Community Relations & Events, University Communications and Government Relations and brings leadership to ensure all financial activity is properly accounted for and prepares all required financial reporting.
- The Financial Officer represents the office of the VPUR to corporate finance carrying forward the needs and requests and similarly communicates and interprets corporate requirements to the department. An in-depth understanding of the corporate systems and processes ensures that available financial management tools are effectively applied to meet the needs of both.
- Acts as the primary liaison with UW Finance and has signing authority on all UR accounts.

- Develops, improves, promotes, identifies and implements strong internal financial structure, procedures and controls.
- Efficient and effective financial accountability and adherence to the University's financial policies and procedures and leads development of new financial management tools.
- Conducts regular audits and reviews of University Relations financial procedures to ensure they are understood and followed and that the available financial management tools and resources are effectively applied.
- Serves as a resource within University Relations for the interpretation and application of UWaterloo and departmental financial policies, guidelines and practices and collaborates with UW Finance to ensure adherence.
- Acts as a resource to staff for financial administration is responsible for the budgeting process, financial planning and forecasting.
- This position also provides leadership and financial support on special projects as assigned.
- Coordinates the development and submission of the annual operating budget to UW Finance for all University Relations departments in consultation with the VPUR, department heads, and staff.
- Reports and reviews the overall financial position with the VPUR and UR leadership team on a regular basis.
- Develops, prepares, analyses and reviews with the VPUR and UR leadership team financial reports including monthly and fiscal year-end reporting, budget variance, project results and identification of issues as necessary.
- Accountable for the review and monitoring of invoices, payments and other transactions on University Relations accounts, including providing oversight and guidance on GR, MSI, UC and CRE accounts.
- Ensures that all statements issued through Unit4 are reconciled monthly, monitored for accuracy and completeness, and that inaccuracies are reported and adjustments are processed and monitored.
- Ensures purchase requisitions, service contracts and other appropriate documents are processed in a timely manner and accurately reflect all policies, contractual agreements, and budget requirements.

### **Business Operations and Management**

- The incumbent is the business advisor to the Vice-President, University Relations who involves them in analysis and forward planning for the overall department.
- Works with the Procurement department on behalf of UR to coordinate RFP's, contracts, and procure goods and services required to meet UR goals.
- In cooperation with other department staff, recommend and develop business processes that support the department goals, implementing any necessary policies and procedures and monitoring to ensure understanding and compliance with the processes.
- Collaborates with the Associate Vice-President's and Senior Director to manage business functions.
- Responsible for providing analysis of overall University Relations financial results and business processes.
- Accountable for closure and billing of all Creative Services design projects via Avanti system and finance accounts receivable as required; prepares monthly revenue reconciliation and maintains appropriate departmental files and archives.
- Oversees the financial and workflow setup and updates of Avanti system to meet Creative Services job management and fulfillment, data tracking, reporting, and billing needs.

- Works with the required resources to manage business processes (including Avanti). These business processes are crucial for effective day-to-day operation and financial integrity and must interface with the University's financial application and other systems to send, receive, process and utilize data.
- Working with the Executive Officer, collaborates with the UR leadership team to research and evaluate the cost/benefits of new hardware and software systems to effectively meet goals.
- Collaborates with the UR leadership team to manage business functions, e.g., Waterloo Innovation Summit.

### **Financial Planning**

- Fulfills the role of business advisor to the Vice-President, University Relations, helping to develop longer-term financial goals and strategies to achieve them, as well as recommending appropriate financial business processes.
- Provides financial analysis, recommendations and ad-hoc reports to inform decisions related to the day-to-day and long range financial planning of University Relations departments.
- Brings financial acumen and expertise to assist the development of strategic plans of University Relations as required.
- Assists the VPUR and department heads with special projects as assigned.
- Prepares an overall picture of the financial status of University Relations', identifying potential problems and proposing solutions to the VPUR and/or the UR leadership team.
- Coordinates the development of University Relations' annual operating budget, working closely with the VPUR and UR leadership team.
- In conjunction with the VPUR, plans, prepares and submits the annual budgets for the Office of the Vice-President, Marketing & Strategic Initiatives, University Communications, Government Relations and Community Relations & Events to UW Finance.
- The overall annual budgeting process involves many discussions and meetings amongst UR staff and the process can be driven by many strict and short deadlines. To support this process, the timely and accurate preparation of financial information is critical in meeting targeted deadlines.

### **Collaboration and Relationship Management**

- Acts as the primary liaison with UW Finance and collaborates with them to ensure understanding and administration of accounting policies and procedures within University Relations are adequately documented and communicated.
- Participates and provides guidance on task forces, University financial audits and working groups as required.
- Develops and maintains productive working relationships with staff across campus and external vendors as required.

### **Staff Education, Training and Development**

- Provides financial leadership and direction to University Relations staff and one-on-one guidance, coaching and training related to financial, reporting and budgetary issues. Meets regularly with UR staff, who have financial accountability, to ensure: effective financial planning, management and control is maintained; and to encourage sharing of best practices throughout UR.
- Communicates financial information such as guidelines and procedures to University Relations staff as required.

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- Identifies, develops, delivers and provides training and development modules and tools as required to UR staff engaged in financial responsibility, which includes Unit4, Purchasing Card (Pcard), travel and personal reimbursement (Concur).
- Provides input and observation on UW financial policy, guidelines and procedures as required.
- Documents processes and procedures within University Relations to ensure transparency and compliance.

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

#### **Education**

- Bachelor's degree required in a discipline related to business administration or finance or equivalent education and experience.
- CPA professional accounting designation required.

#### **Experience**

- 5+ years of experience in financial reporting, internal controls, financial analysis, budget development and allocation, forecasting, and accounting.
- Background in marketing, brand management or creative design and print shop operations would be a benefit.

#### **Knowledge/Skills/Abilities**

- Financial transactions at the University of Waterloo are governed by both external and internal policies and procedures; the Financial Officer must possess an excellent understanding of generally accepted accounting principles and practices as they relate to fund accounting and an in-depth knowledge of the accounting requirements and financial business of the University.
- Demonstrated leadership to provide relevant and timely strategic advice and initiative to improve general financial practices and establish standards.
- Advanced problem solving skills and ability to assimilate and analyze information quickly.
- Tact, judgment, and diplomacy are essential.
- Proven ability to design financial processes and implement financial systems.
- Strong human relations and management (experience) skills including the ability to guide and develop staff and foster constructive team relationships.
- Must be able to make independent judgment in areas of time management, task prioritization, organization and decision-making.
- Excellent verbal and written communication skills.
- Proven ability to manage a large volume of work, conflicting priorities and deadlines.
- Must be able to quickly assimilate information and analyze data.
- Must be a strategic thinker.
- Advanced MS Word, Excel, PowerPoint and Outlook skills.
- Extensive experience using web-based user interfaces.
- Experience with Avanti preferred.
- Advanced experience of interpreting UWaterloo policies, procedures, and guidelines preferred.

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### **Nature and Scope**

- **Contacts:**

Internal and external contacts are required in order to exchange and interpret information, provide advice/counsel on financial matters and to respond to inquiries. Internal contacts include direct interaction with the Vice-President, University Relations, UR leadership team and UR staff.

This position works independently and collaboratively and requires outstanding customer service, sound judgment, a strong work ethic and an ability to work under challenging time constraints with competing priorities.

Collaborative team player comfortable leading as well as executing and taking constructive input from multiple sources. Ability to provide unobtrusive support to the VPUR and their team by earning the trust and confidence of them. Communicates effectively, precisely and professionally with internal and external sources. Proactive in anticipating the needs of the VPUR and team members and the ability to manage tight deadlines and stressful situations.

- **Level of Responsibility:**

This position reports directly to the Vice-President, University Relations.

This position has specialized work with minimal supervision.

This position is responsible and accountable for the overall financial controls, results and reporting of University Relations.

This position is responsible for providing professional advice within University Relations on financial matters and to ensure that financial activity undertaken follows generally accepted accounting principles and University policies and guidelines.

- **Decision-Making Authority:**

The incumbent has signing authority for all operating and special project accounts within University Relations.

Is responsible for identifying changes in financial policies or systems and ensuring they are communicated and procedures are put into place to implement them.

Provides financial input as required for decision making on planning and budget spending.

This position exercises judgment in identifying improved financial processes for University Relations and with UR leadership approval co-ordinates implementation of these processes and internal controls.

In collaboration with UW Finance interprets and applies University of Waterloo finance related policies and guidelines.

- **Physical and Sensory Demands:**

Minimal demands typical of a position operating within a fast-paced, service-oriented office environment.

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Extensive periods of sitting and concentrated use of the computer. Requires close attention to detail, thoroughness and accuracy.

- **Working Environment:**

Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with management level responsibilities.

Physical Risks – no significant risk.