

Job Description

Job Title:	Financial Officer
Department:	University Relations
Reports To:	Vice-President, University Relations
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	August 2022

Primary Purpose

Reporting to the Vice-President, University Relations (VPUR), the Financial Officer provides financial management and planning support for all units under the Office of the Vice-President, University Relations. The incumbent supports staff within University Relations in their planning and expenditure roles and is the primary functional liaison with UW Finance.

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 financial management and compliance for all units 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.

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

Financial Management and Internal Control

- Oversee all financial transactions and financial reporting for University Relations and ensures all financial activity is properly accounted.
- Represents the office of the VPUR to corporate finance to communicate and interpret corporate requirements within University Relations. 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.
- Ensures 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.
- Acts as a resource to staff for financial administration and is responsible for the budgeting process, financial planning and forecasting.

- 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, monitoring and processing of invoices, payments and other transactions for University Relations accounts.
- Ensures all statements issued through Unit4 are reconciled monthly, monitored for accuracy and completeness, and inaccuracies are reported, 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

- Provides advice to the Vice-President, University Relations that includes analysis and forward planning for University Relations.
- Works with the Procurement department on behalf of UR to coordinate RFP's, contracts, and procure goods and services.
- 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 University Relations leadership team to manage financial functions.
- Responsible for providing analysis of overall University Relations financial results and business processes.
- Works with University Relations leadership to provide resources to manage financial processes and functions, e.g., Waterloo Innovation Summit, Convocation, etc.). 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.

Financial Planning

- Fulfills the role of advising 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.
- Brings financial acumen and expertise to assist in the development of University Relations strategic plans as required.
- Assists the VPUR and UR leadership with special projects as assigned.
- Provides leadership and financial support on 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.

Job Description



- In conjunction with the VPUR, plans, prepares and submits the annual budgets for the Office of the Vice-President to UW Finance.
- The annual budgeting 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 to ensure understanding and administration of accounting policies and procedures are 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 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 as required.
- 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.
- Identifies, develops, delivers and provides training and development modules and tools as required to UR staff, 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.

**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

- University undergraduate degree preferably in accounting, business or finance.
- Recognized professional accounting designation required, e.g., CPA

Experience

- Minimum of 5 years of financial experience in complex environments.
- Substantial experience in financial and/or management reporting, internal controls, financial analysis, budget development and allocation, forecasting, and accounting.
- Advanced knowledge of and experience interpreting policies, procedures, and guidelines preferred.

Job Description



- Proven ability to successfully develop, evaluate and implement internal financial controls.
- Substantial experience with a significant financial system/ERP system.

Knowledge/Skills/Abilities

- Must possess an excellent understanding of generally accepted accounting principles and practices as they relate to fund accounting and an in-depth knowledge of accounting requirements and financial business of the University.
- Demonstrated ability to communicate and collaborate effectively to provide relevant and timely financial advice and demonstrated 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.
- Ability to design financial processes and implement financial systems.
- Strong relationship building 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.
- Strong analytical, technical and problem-solving skills to assimilate information and analyze data.
- Demonstrated ability to work in cross functional teams.
- Must be a strategic thinker.
- Advanced MS Word, Excel, PowerPoint and Outlook skills.
- Extensive experience using web-based user interfaces.

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 and 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 their trust and confidence. 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 has specialized work with minimal supervision.

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

Job Description



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 to identify, promote and implement improved financial processes within University Relations and with approval from the VPUR will coordinate 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

Must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.

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.