

Job Description

Job Title:	Financial Officer
Department:	Centre for Extended Learning
Reports To:	Director, Centre for Extended Learning
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	January 2021

Primary Purpose

The Financial Officer is responsible for monitoring the budgets, providing financial status reporting, developing effective business processes and ensuring compliance for the Centre for Extended Learning (CEL) business unit. This position provides financial management and strategic planning support to the Senior Management team for both business units and is the primary point of contact for all financial matters including analysis, recommendations, procurement, and procedures.

The incumbent is responsible for developing, improving, and implementing strong internal controls, ensuring that all financial data is processed and recorded in accordance with the University's financial policies, procedures, and guidelines.

Key Accountabilities

Financial Management & Reporting

- Oversees and continually monitors all CEL departmental financial matters and makes recommendations regarding budget allocations, resolution of financial issues that arise, and appropriate procedural changes as required
- Prepares financial reports and provides analysis and advice to aid decision making
- Prepares projections of the department's financial position, identify any concerns, propose potential solutions and initiate corrective action where required
- Has signing authority of all operating, trust and research accounts
- Reviews and reconciles operating budget and non-salary accounts and deals with discrepancies or errors, ensuring accuracy of all financial transactions
- Provides financial status of the research and trust funds, identifying potential problems and proposing solutions to the project manager and/or the Director
- Develops and reviews financial reports for Government and external funding grants
- Responsible for the 'purchasing to payment process' ensuring that purchases are accurately received in accordance with the budget as well as within the procurement guidelines
- Responsible for internal transfer requests and external invoicing
- Processes casual payroll and overtime submissions
- Reconciles Purchasing cards on a monthly basis and serves as internal support for new P-card holders; advises staff on usage, training, record-keeping practices etc.
- Reviews and provides final approval for all personal reimbursement requests (travel claims and requests for payment) to ensure accuracy, compliance, eligibility, and appropriate account coding
- Manages confidential files pertaining to budget and HR related matters

Financial Planning

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- Provides financial analysis, recommendations and ad-hoc reports to support data-driven decisions and long-range financial planning to ensure compliance and best practices
- Provides confidential advice and strategies relating to financial and budget sensitive activities
- Is a key contributor to the development of the annual operating budget and financial plan

Staff Education, Training and Development

- Provides financial direction to Senior Managers and one-on-one guidance, coaching and training related to financial reporting and budgetary issues
- Communicates financial information, such as changes to policies, guidelines and procedures, to management and staff and ensures that all staff adhere to required policies and procedures
- Periodically review and audit department financial procedures and transactions for compliance and to identify opportunities for improvement

Office Administration

- Keeps abreast of institutional process and systems changes that will impact CEL administrative processes and practices, including the departments of Finance, Procurement, Human Resources, Health and Safety
- Co-manages the office request tracker (RT) queue, to ensure successful resolution of outstanding building issues and works with Plant Operations, Central Stores and Purchasing to manage schedules and quotations
- Coordinates the development and delivery of on-boarding and training for new staff with respect to general office procedures and setup
- Coordinates documentation required for human resource processes/issues (e.g., new staff, departures, leaves, salary re-allocations, etc.)
- Handles complex and confidential document and report development (e.g. Personal Action forms, payroll changes, salary reports, etc.)
- Performs general office administration duties, including but not limited to: Telephone Services admin, incoming/outgoing mail, office supplies, Health & Safety Officer duties
- Provides administrative support to the Director, as required

**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

- Post-secondary education required in Accounting, Business Administration, or a related discipline

Experience

- Five years of progressively responsible financial and administrative support experience performing duties related to the above-mentioned key accountabilities, preferably in a university work environment, with a proven track record of achievement and success

Knowledge/Skills/Abilities

- 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
- Working knowledge of budgets, accounting, financial management, financial systems and project management
- Demonstrated ability to exercise independent judgement in problem solving and prioritization

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- Excellent time management skills including the ability to independently manage and monitor progress of projects
- Excellent verbal and written communication skills
- Intermediate computer literacy with Microsoft Office (Outlook, Word, Excel), and financial, human resources and payroll systems
- Intermediate computer literacy utilizing Microsoft SharePoint and vendor purchasing systems
- Advanced computer literacy utilizing the following systems is preferred: Concur, Unit4, Workday, Power BI

Nature and Scope

- **Contacts:** The Financial Officer makes contact with other departments to discuss information and problems and to obtain action, reach agreement and negotiate externally; makes contact with contractors and suppliers to discuss information, evaluate options, make purchases and solve problems. The Financial Officer is a collaborative team player who is comfortable with leading as well as executing and taking constructive input from multiple sources. A high degree of integrity, tact, and diplomacy is required to ensure sensitivity to the needs and interests of all stakeholders.
- **Level of Responsibility:** The Financial Officer has specialized work with minimal supervision and provides guidance to others. Sound understanding of policies related to financial management, university policies and guidelines is required. The Financial Officer must have a high level of attention to detail and sound research skills. A high degree of integrity, tact, and diplomacy are required. The job will require independent thought and judgement in areas of time management, planning, problem-solving and decision-making.
- **Decision-Making Authority:** This position makes decisions on the operating non-salary budget regarding day-to-day financial and administrative matters in accordance with applicable departmental policies and procedures. The Financial Officer provides recommendations to the Director and management team. The job will require independent thought and judgement in areas of time management, planning, problem solving, and decision-making.
- **Physical and Sensory Demands:** This position is exposed to minimal demands typical of an administrative position within an open-concept office environment. Minimal exposure to disagreeable conditions typical of a support role. Deprivation caused by lack of privacy and constant interruptions. High attention to detail required.
- **Working Environment:** This position works regular business hours, Monday to Friday, 35 hours/week with evening hours occasionally required. Minimal travel is required.