

## Job Description

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<b>Job Title:</b>	Financial Coordinator
<b>Department:</b>	Food Services
<b>Reports To:</b>	Financial Officer
<b>Jobs Reporting:</b>	Inventory & Accounts Payable Assistant, Office Assistant
<b>Salary Grade:</b>	6
<b>Effective Date:</b>	October 2019

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### **Primary Purpose**

Support the financial and administrative functions of Food Services to ensure accurate and appropriate office support systems are in practice and maintained. Ensures accuracy, quality and integrity of department administrative team processes as it pertains to reports, invoicing, banking and statistical data.

This position is the primary point of contact for all financial and administrative related matters and supports the effective and efficient operation of the Food Services administrative office.

### **Key Accountabilities**

#### **Financial Administration**

- Assist with the development of the annual department budget and transfer to finance.
- Oversee the completion of month end inventory reports for distribution.
- Manage the department's Purchasing Card Users and records in accordance with University policy.
- Maintain spreadsheets of administrative accounts, including monthly reconciliation with financial services statements and verification of any transactions that appear to be in error.
- Preparing the One Card Discounted Sales Report and upload to Finance on a monthly basis.
- Support staff with travel arrangements and processing of travel claims as necessary as in accordance with policy.
- Maintain spreadsheet of vendor rebates and deposit cheques.
- Maintain current and archive filing system for department financials.
- Oversight for AP / AR and the management of some vendor relationships and office supplies

#### **Supervisory**

- Supervises an administrative support team comprised of two full time staff, Accounts Payable and Inventory Assistant and Office Assistant
- Oversee the completion of accounts payable receipts, monthly inventory, royalty submissions, daily cash register information entry and revenues reporting
- Oversee the day-to-day performance and professional development of those reporting including conducting annual performance appraisals and performance managing as required.

#### **Office Administration**

- Ensure cash bank deposits have been prepared and follow-up on discrepancies.
- Ensure department cash handling processes are followed. Train staff as needed and periodically audit for effectiveness.
- Manage the department petty cash fund, including reimbursement and record keeping.
- Set up the cash floats/change funds, and change custodians when necessary through the Finance Department.
- Audit the cash floats/change fund and petty cash at the end of the fiscal and calendar years and report to the director and Finance Department.

## Required Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>• College diploma or university degree, preferably in a business-related discipline</li><li>• Equivalent combination of education and/or experience will be considered</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• 3 years of related financial experience with a solid understanding of accounting principles and Accounts Receivable &amp; Accounts Payable practices, preferably in an academic environment</li><li>• Experience working independently and utilizing strong time management skills</li><li>• Experience with financial reporting, analysis, budgeting and forecasting</li><li>• Proficient with Microsoft Excel and other Microsoft Office applications</li><li>• Experience preparing and interpreting expense and revenue reports</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Sound knowledge of accounting and financial principles and auditing</li><li>• Strong decision-making and critical thinking skills, and maturity of judgement</li><li>• Demonstrated ability to interpret policies</li><li>• Ability to interpret financial statements and make financial recommendations</li><li>• Excellent interpersonal skills and ability to interact professionally and effectively</li><li>• Ability to work accurately while managing a high work load and multiple demands on time</li><li>• Excellent organizational and time management skills</li><li>• Demonstrated ability to handle confidential information with discretion and tact</li><li>• Experience with Concur and Unit4 would be an asset</li><li>• Supervisory experience</li></ul>

## Nature and Scope

- **Contacts:** Internally communicates with members of the University community to deal with, collection and reporting of data. Minimal external contacts with suppliers and vendors, mostly to validate invoicing and receipts.
- **Level of Responsibility:** Manages two persons within office space. Oversight of their work and development.
- **Decision-Making Authority:** Makes timely decisions on the basis of general guidelines and directives.
- **Physical and Sensory Demands:** Minimal physical demands primarily operating within an office environment. Occasional hands-on activities within a restaurant setting requiring minimal exertion of physical effort. Occasionally performs audits on campus.
- **Working Environment:** Team environment in an office-based setting and involving frequent visits to UW Food Services units and functions as needed. Required to maintain a flexible schedule to facilitate daily operations and events, which may include work rotation through days, evenings and weekends.