

Job Description

Job Title:	Financial Assistant
Department:	Co-operative and Experiential Education, CEE Services
Reports To:	Executive Officer
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	August 2019

Primary Purpose

Reporting to the Executive Officer, the Financial Assistant establishes and maintains sound accounting practices, provides expert financial guidance and problem-solving skills, and ensures that financial activity in Co-operative and Experiential Education is properly accounted and conforms to the University's financial policies and procedures. The Financial Assistant provides the Executive Officer and CEE leadership team with information to support financial planning, management and control, and for strategic planning. This position is the primary point of contact for all financial related matters and supports the effective and efficient operation of Co-operative and Experiential Education.

Key Accountabilities

Financial and Budget Analysis

- Reviews and reports on CEE's financial position on a regular basis (at the business unit, org unit and work order levels); includes operating funding and third party grant funding
- Works in alignment with the Executive Officer to assess, develop, improve and promote financial controls in CEE, ensuring that University policies and procedures are followed
- Monitors and reports on the financial status of major strategic and operational priorities
- Assists and provides input to the Executive Officer in the implementation of CEE's operating budget
- Briefs the Executive Officer on financial matters affecting the office
- Ensures the day-to-day financial activities of the Office are carried out according to best practices and comply with University policy and procedures
- Liaises with the Office of Research on research grants held within CEE

Managing the Undergraduate Research Internship (URI) Process

- Serves as the central point of contact for all URI queries
- Communicates dates and processes to faculty stakeholders
- Tracks and approves applicants and funding
- Prepares annual report of URI expenditures
- Works closely with faculty member and administrative staff to ensure an efficient and effective process
- Prioritizes the processes of URI forms to ensure that payroll deadlines are met

Transaction Processing and Work Order Administration

- Accurately codes invoices and other transactions
- Administers CEE work orders (requesting work orders be created, parked etc.)
- Manages the person responsible, signing authority and reporting access for CEE's work orders
- Ensures payroll and other expenses are charged to the appropriate work order and account
- Reviews phone bills monthly to ensure reasonableness and to obtain reimbursement as appropriate

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- Provides CONCUR support to staff
- Provides the initial review of personal reimbursements (CONCUR) for completeness and adherence with UW policy prior

Invoicing and Collections

- Prepares Employer Information Sessions (EIS) and other invoices timely and accurately
- Arranges billable services for EIS (e.g. custodial or security services) and ensures appropriately invoiced
- Works with Central Finance to ensure the timely collection of invoices; may involve following-up with customers

P-Card and Purchasing

- Manages the departments' P-cards and ensures compliance with University P-card policies and guidelines
- Purchases items for staff using P-card or purchase requisitions
- Follows all University P-Card policies and guidelines

**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 degree or an equivalent combination of education and experience; an accounting designation or progress towards an accounting designation is an asset

Experience

- 3 years financial administration experience working in a computerized, high volume and customer service oriented environment, ideally within a University environment

Knowledge/Skills/Abilities

- Solid working knowledge of financial processes
- Excellent knowledge of University policies and procedures, and ability to liaise in a professional manner with other University departments
- Strong computer proficiency, particularly with the MS Office suite of products, Unit4, CONCUR, and SharePoint
- Ability to accept direction and communicate effectively, conveying information both verbally and in writing
- Demonstrated excellent analytical skills to comprehensively analyze and interpret policies, procedures and situations in a multifaceted way
- Demonstrated strong problem-solving skills to develop innovative solutions to complex problems
- Demonstrated excellent organizational skills with ability to prioritize work, complete a high volume of work accurately and with close attention to detail
- Demonstrated ability to take initiative and work independently or as a team in a fast paced, highly challenging environment
- Ability to exercise good judgment, tact and discretion in handling confidential materials and matters
- Demonstrated ability to foster constructive team relationships
- Ability to handle multiple tasks independently and with minimum supervision and to meet deadlines effectively

Nature and Scope

- **Contacts:** Within Co-operative and Experiential Education, significant internal contact with the Executive Officer, Executive Director, Directors, Managers and Staff. Within the broader university community, significant contact with Central Finance, Human Resources, the faculties, the Office of the Deputy Provost and Associate Vice-President Integrated Planning and Budgeting. External to the University, contact with co-op employers and industry associations.
- **Level of Responsibility:** the incumbent must possess initiative and flexibility to adapt to competing tasks with minimal supervision; performs specialized work with a high degree of autonomy and minimal supervision
- **Decision-Making Authority:** Establishes own priorities in accomplishing job duties. Receives instruction when unusual situations arise. The incumbent will identify and seek to resolve issues, escalating to the Executive Officer as necessary.
- **Physical and Sensory Demands:** Minimal demands typical of a senior position operating within an office environment
- **Working Environment:** office based; regular working hours, some evening/weekend work may be required occasionally