

## Job Description

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<b>Job Title:</b>	Financial Officer
<b>Department:</b>	Physics and Astronomy
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	February 1, 2017

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### **Primary Purpose**

Provides support to the Administrative Officer to ensure that all financial activity in the Department of Physics & Astronomy is appropriately accounted for and that internal processes, controls, and management tools are effectively applied. The Financial Officer is responsible for ensuring timely processing, accuracy and integrity of the department's financial transactions. The Finance Officer provides direct support to faculty members to assist with management of the financial component of their research activity, and supports departmental management by providing financial status reports and analysis as required.

### **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 Planning and Budget building**

- Prepares reports and analyses in support of the for the annual operating budget submission, as directed by the Administrative Officer and Chair
- Provides ad hoc analysis and reporting as required by the Administrative Officer and Chair in support of Physics planning and management activity

#### **Financial Management and Internal Control – Operational**

- Assists Administrative Officer with implementation of internal financial controls and financial processes; ensures the department's compliance with University's financial policies, guidelines and procedures
- Prepares and processes external invoices
- Prepares and internally distributes reports relating to restricted use accounts (e.g. starter grants, research support/matching)
- Oversees and reviews all personal reimbursement requests and Faculty Professional Allowances to ensure accuracy, compliance and eligibility
- Processes departmental payroll including, but not limited to: part-time/casual staff, part-time faculty, and teaching and research assistants. Ensures accuracy, compliance and eligibility
- Reconciles departmental P-Card every month
- Reviews monthly telephone service charges and makes corrections as necessary
- Handles departmental petty cash in compliance with the university policies and guidelines
- Responsible for processing and tracking all departmental charge backs

#### **Financial Management and Internal Control - Research**

## Job Description



- Assists Administrative Officer with implementation of internal financial controls and financial processes pertaining to research grants; ensures the department's compliance with University's financial policies, guidelines and procedures, and sponsor guidelines
- Prepares and internally distributes research account statements to PIs
- Conducts monthly monitoring of research accounts and identifies to the PI and departmental management potential issues including, but not limited to:
  - Accounts in deficit
  - Interim Research Account exposure
- Supports researchers with the management of their research accounts (budgets, planning, transfers, etc.) and guidance relating to compliance with UW policies and procedures, and grant specific requirements
- Works in conjunction with the PI, Research Finance and departmental management to facilitate deficit resolutions and closure of projects
- Oversees and reviews all personal reimbursement requests (travel and request for payments) charged to research accounts
- Processes payroll expenses related to research accounts, which includes, but is not limited to part-time/casual staff, part-time faculty, and teaching and research assistants. Ensures accuracy, compliance and eligibility
- Provides support to faculty members applying for external funding opportunities and matching grants. Support is provided in conjunction with the Office of Research

### **Purchasing and Shipping**

- Responsible for all departmental purchasing ensuring compliance with UW purchasing policies and guidelines
- Responsible for processing and tracking all purchases made by the faculty, staff and graduate students in the department
- Responsible for processing and tracking all departmental purchases for teaching and administrative purposes.
- Responsible for ensuring that all purchases have been received in good order and returning items to the appropriate vendors when required
- Responsible for processing and tracking all departmental charge backs
- Responsible for administrative and financial components related to departmental shipping.

### **Administrative Support**

- Communicates financial information, such as guidelines and procedures, to members of the department, as required
- Provides training to department members engaged in financial activity. Includes, but is not limited to Concur, PCARD, travel and personal reimbursement, research compliance, and Faculty Professional Allowance reimbursement
- Manages printer access for faculty, staff, visitors and students
- Provide assistance for other office staff as needed

### **Required Qualifications**

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

#### **Education**

- Undergraduate degree, preferably in a business related discipline, or equivalent related education/experience.

#### **Experience**

- 3-5 years of related administrative or financial experience.

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

- Competencies will include excellent written and oral communication skills, demonstrated analytical and problem solving skills, and proven planning and organizational skills.
- Tact, judgement and diplomacy are essential.
- Ability to manage multiple projects and deadlines is a requirement.
- Intermediate skill level using Microsoft Word, Advanced skill level using Excel, Basic skill level using PowerPoint
- Familiarity with Oracle Financials, PeopleSoft, Outlook, Sharepoint, Concur, and Unit4

### **Nature and Scope**

- **Contacts:** Internally, communicates with all employees in all groups and departments and at all levels to deal with financial matters. This position is required to communicate financial information within the department and to ensure adherence with generally accepted accounting principles, the university's financial policies, procedures and guidelines. Communication skills must be geared to both financial and non-financial individuals. Externally, this position requires communication with Dean's office, Human Resources, Finance, Plant Operations, Central Stores, Telephone Services and Office of Research.
- **Level of Responsibility:** The position is responsible for processing, monitoring, interpreting and reporting on financial activity within the department. In conjunction with the above activity, this position helps assess whether generally accepted accounting principles, and university policies and guidelines are being followed.
- **Decision-Making Authority:** The position works closely with the Administrative Officer to develop and implement financial processes within the department and to ensure proper interpretation and application of University policies, procedures and guidelines.
- **Physical and Sensory Demands:** Minimal physical demands; operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions