

## Job Description

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<b>Job Title:</b>	Financial Officer
<b>Department:</b>	Chemistry
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	Laboratory Supply and Solvent Specialist, Chemistry Store Sales and Inventory Coordinator
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	December 2022

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### **Primary Purpose**

The Financial Officer is responsible for day-to-day financial administration and supports senior departmental management through the provision of financial reports and analysis as required. The Financial Officer also provides direct support to faculty members to assist with the management of financial components of research activity. The Financial Officer is responsible for ensuring timely processing, accuracy, and integrity of the department's financial transactions, and ensures there is adherence with UW and Faculty financial policies, guidelines, and internal control requirements. This includes all operating, research, trust and endowment accounts.

### **Key Accountabilities**

#### **Financial Planning and Budget Management**

- Prepares reports and analyses in support of the annual operating budget submission, as directed by the Administrative Officer and Chair;
- Contributor to the annual departmental budgeting process e.g. follow up with lab instructors on consumable needs, etc.;
- Supports co-ordination of the annual departmental budgeting process;
- Supports Administrative Officer with carryforward budget analysis and allocation.

#### **Financial Management and Internal Control**

- 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;
- Provides guidance on procurement requirements, and in conjunction with the Administrative Officer, ensures compliance and eligibility of purchases made;
- Reviews the monthly outstanding PO Report, and works with Procurement and Finance to close or correct PO information to correctly reflect status of open POs
- Reviews and reconciles the departmental operating budget General Ledger (GL) accounts on a monthly basis bringing potential issues to management's awareness and initiates corrective action;
- Reviews all personal reimbursements and Faculty Professional Allowance requests to ensure accuracy, compliance and eligibility; works with claimants to ensure advances are settled in a timely fashion
- Reviews all invoice payments in Unit 4 to ensure accuracy, compliance and eligibility
- Reviews P-Card statements for all departmental P-Card holders to ensure accuracy, compliance and eligibility prior to managerial sign off
- Reviews monthly telephone service charges and makes corrections as necessary

- Supports researchers with the management of their research accounts (budgets, planning, transfers, etc.) and provides guidance relating to compliance with UW policies and procedures, and grant specific requirements;
- Provides support, as required, to faculty members in support of external research grant applications
- Works in conjunction with the PI, Research Finance and departmental management to facilitate deficit resolutions and closure of research projects;
- Provides reports and necessary backup documentation to the Office of Research as requested when financial audits occur.

### **Financial Reporting**

- Prepares and distributes the following reports on a monthly basis:
  - research account statements to PIs
  - restricted use accounts (eg. starter grants, research support/matching, etc)
  - researcher infrastructure/service accounts
- Provides analysis and reporting as requested by Administrative Officer and Chair in support of departmental management activity
- Completes and submits yearly Canada Research Chair reports as required;
- Conducts monthly monitoring of (research) accounts and identifies to departmental management (and PIs) potential issues including, but not limited to:
  - Accounts in deficit
  - Interim Research Account exposure
  - Expenses incorrectly recorded – wrong work order or not belonging to department

### **Financial Administration**

- Executes departmental purchasing as required
- Prepares and processes all external invoices for the department for the department
- Processes and tracks all departmental charge outs
- Processes departmental payroll executed through Workday for casual staff, co-op students, short term staff hires, honorariums and other one-time payments as required
- Supports Graduate Co-ordinator activity by providing review of funds availability for GRS and TA payments; suggests alternative funding sources as necessary
- Responsible for administrative and financial components related to departmental shipping

### **Training, Development and Administrative Support**

- Communicates financial information such as guidelines and procedures, to members of the department, as required;
- Assists with implementation of new financial initiatives within the department
- Provides training to department members engaged in financial activity including faculty and staff, undergraduate/graduate students and PDFs. Includes but is not limited to Concur, PCARD, Unit 4, travel and personal reimbursement, research compliance, and Faculty Professional Allowance reimbursement;
- Acts as back-up for Administrative Officer for financial related activity;
- Performs other duties as assigned by the Chair or Administrative Officer.

### **Chemstores Financial Controls and Staff Management**

- Assists the Administrative Officer with the day-to-day administrative operation of Chemstores;
- Manages the recruitment, on-boarding, supervision and training, and conducts performance evaluations for 2 permanent staff and 1 co-op (hired each term);
- Provides back-up to the Chemstores functions including store front counter sales, solvent dispensing, and liquid nitrogen dewar fills;
- Responsible to review, prepare and upload the Chemstores monthly bills to the Finance SharePoint site for billing;

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- Follows up with faculty across campus to resolve any outstanding Chemstores monthly charges against their respective work orders. All accounts need to be settled by fiscal year end.
- Ensures Chemstores product inventory is conducted annually and makes inventory adjustments as necessary;
- Responsible to add/remove customers and add/remove work orders from ER Portal;
- Checks that Chemstores follows University Health & Safety policies and procedures including that Chemstores staff complete monthly safety inspections and any infractions are resolved in a timely manner.

*\*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**

- Undergraduate degree, preferably in a business, accounting or related discipline, or equivalent related education/experience. Specific Accounting designation would be an asset.

#### **Experience**

- 3-5 years of financial management experience and related administrative activity required
- Exposure to an academic environment, inclusive of research, is preferred
- Experience with online financial reporting systems and databases (e.g.. Unit 4, Concur, Sharepoint, Power BI, Workday) essential

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

- Competencies required include:
  - excellent written and oral communication skills
  - demonstrated analytical and problem-solving skills
  - demonstrated accuracy and attention to detail skills
  - proven planning and organizational skills
  - ability to manage multiple projects and deadlines with competing and changing priorities
- Effective interpersonal skills and ability to build collaborative working relationships.
- Tact, judgement and diplomacy are essential.
- Advanced skill level using Excel; intermediate Word skill level; basic skill level using PowerPoint
- Knowledge of university policies, regulations and practices related to finance is preferred.

### **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 of Science Office, Office of Research, Waterloo Institute for Nanotechnology, Institute for Quantum Computing, Transformative Quantum Technologies, Human Resources, Finance, Plant Operations, Central Stores and Telephone Services. External to UW contact will be primarily departmental visitors or vendors related to purchased goods or shipping. Some exposure to auditors through the Office of Research as required.
- **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

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helps assess whether generally accepted accounting principles, and university policies and guidelines are being followed. The position is responsible to keep all department financial records for 7 years for possible audits. This position supervises 2 full-time permanent staff and 1 co-op student each term.

- **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. Exercises judgement in providing information to the Chair and Administrative Officer for day-to-day financial management, budget allocation and strategic planning purposes. Involved in solving complex problems dealing with research financial activity with faculty.
- **Physical and Sensory Demands:** Minimal physical demands; operating within an office environment, sitting for long periods of time, concentration and attention to detail in a busy environment with constant interruptions.
- **Working Environment:** Minimal exposure to disagreeable conditions. The Department of Chemistry is a very busy team-oriented environment. Standard office working hours Monday – Friday. Has to manage firm deadlines constantly. (e.g. Payroll deadlines, grant end date deadlines, etc.)