

## Job Description

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<b>Job Title:</b>	Financial Officer
<b>Department:</b>	Food Services
<b>Reports To:</b>	Director, Food Services
<b>Jobs Reporting:</b>	Manager, Information and Systems and Financial Coordinator
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	April 2021

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### **Primary Purpose**

Oversee all Food Services financial processes and operations, ensuring that administrative and financial activities adhere to University policy and practices. Provide financial management, leadership, expertise and strategic planning support to ensure the viability of UW Food Services business units.

### **Key Accountabilities**

#### **Represent the department as the financial expert**

- Develop, implement and improve internal financial controls; ensuring the Department adheres to University financial policies and procedures
- Periodically review and audit department financial procedures and transactions for compliance and to identify opportunities for improvement
- Meet regularly with staff to support effective financial management and internal controls, and to encourage the sharing of best practices throughout the department
- Liaise and collaborate with Procurement and Contract Services, Plant Operations, IST, Finance, Watcard, and other departments on campus as necessary, to develop and oversee various projects and financial processes
- Ensure team leaders for all internal and external audits comply with requests for information
- Ensure that financial and procurement obligations are addressed within the department's strategic plan
- Provide oversight and conduct periodic audits on all internal and external budgets, and reports

#### **Financial Strategy and Control**

- Evaluate and monitor the financial performance of the department's operations, administration and debt management
- Prepare multiyear projections of the department's financial position, identifying concerns and potential solutions for the department's success
- Assist in the development of a departmental meal plan strategy
- Analyze the impact of government policies (local, provincial and federal) as they affect business operations
- Provide financial expertise and prepare financial analysis to the Director of Food Services and operations to aid decision making (e.g. cost/benefit analysis, budget updates, rebate analysis, labour and food costs reports, menu engineering)
- Conduct periodic audit and review of cash handling and point of sale procedures throughout the department to ensure financial accountability

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- Manage the development of the department's annual operating budget, interacting with the Director, administrative staff, and operations teams in each area of the department, submitting an annual budget to Finance in a timely manner
- Meet regularly with staff who have budget responsibilities to provide coaching and review financial reports to discuss potential issues
- Assist the Food Services team in planning and administering the allocation of funds, e.g. special projects, asset management, rebate allocations and other expenses as required
- Participate in internal and external networking opportunities at conference and training sessions; assess other institutional processes for best practices

### **Project Management, Procurement, and Systems Management**

- Administer and monitor the department's growth and improvement projects, attending scheduled project meetings and providing liaison to franchise representatives and other contractors to ensure projects are delivered in a timely and effective manner in accordance with budgets
- Oversee the RFP/RFQ processes for the department to ensure selection criteria is established and that products and services are selected within the best interest of the department in accordance with the budget
- Regularly audit and monitor financial reports including daily revenues and expenses as well as, the review of work orders, purchase orders, transfers, fees and administration charges, and ensure that any special designations or requests are handled appropriately
- Oversee the purchasing to payment process understanding that purchases are accurately received in accordance with the budget
- Regularly assess mid to large purchase requests and submit purchase orders
- Oversee the work order request process ensuring completion in a timely fashion in accordance with the budget
- Collaborate with the Executive Chef to develop accurate tracking methodologies for the product rebate program
- In collaboration with the Information and Systems Manager, ensures financial systems meet the needs of the strategic initiatives and long-range plan of Food Services
- Identifies opportunities for systemic financial process improvements across all Food Services units including reporting process and transactions
- Ensures that workflows, processes and guidelines are well documented and supported by financial systems

### **Effectively manage people resources**

- Oversee the day-to-day performance and professional development of the finance admin staff including conducting annual performance appraisals and performance managing as required
- Promote and maintain positive working relationships with all stakeholders, fostering collaboration and maintaining high staff morale throughout the team, within the working committees, and throughout the department.
- Train, coach and develop administrative staff on financial and budgetary issues to help team members achieve their individual professional goals

*\*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 undergraduate degree in accounting or business
- Chartered Professional Accountant (CPA) designation (Canada)

#### **Experience**

- Minimum 5 years' experience managing financial operations and leading a finance department with increased levels of responsibility
- Practical experience in the hospitality and food services business preferred.
- Experience in a not-for-profit environment preferred.

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

- Proven project development and leadership skills pertaining to facilities management preferred.
- Strong analytical, technical and problem-solving skills.
- Conceptual thinker with strategic planning skills and initiative.
- Superior interpersonal and communication skills.
- Works independently with a strong work ethic.
- Exceptional attention to detail.
- Understanding of generally accepted accounting principles, CRA guidelines and their application in not-for profit organizations.
- Demonstrated leadership and mentorship skills.
- Advanced level of Excel with the ability to create complex spreadsheets with macros, pivot tables and charts
- Advanced level knowledge of other Microsoft products including Outlook and Word

### Nature and Scope

- **Contacts:** Internally communicates with members of the University community to deal with, influence and motivate others. Externally deals with, influences, and motivates customers, suppliers and vendors, and liaises with professional network.
- **Level of Responsibility:** Manages a distinct group of operations within the department and is responsible for the work within that group of operations.
- **Decision-Making Authority:** Makes frequent, timely, and independent decisions on the basis of general guidelines and directives. Requires flexibility in decision-making, responding to changing priorities. Expected to work collaboratively with senior management team.
- **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.
- **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.