

## Job Description

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<b>Job Title:</b>	Financial Coordinator
<b>Department:</b>	Centre for Education in Mathematics and Computing (CEMC)
<b>Reports To:</b>	Business Manager
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	October 2018

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### **Primary Purpose**

This position is responsible for supporting the Business Manager with the financial and accounting operations of the CEMC.

### **Key Accountabilities**

#### **Financial Analysis and Planning**

- Prepare reports of current and projected financial positions, and determine impact on future CEMC activities
- Prepare cash flow analysis
- Analyze expenses on per unit costs, and differentiate between fixed and variable expenses to provide recommendations on activity
- Identify and recommend cost-saving measures
- Identify expense categories that need management attention, and make recommendation for process improvements and training
- Review monthly accounting reports and correct discrepancies and errors
- Incorporate findings from analysis into future planning and the annual CEMC budget

#### **Revenue management and revenue projection**

- Manage and reconcile revenues including credit card reports
- Forecast future revenue flows from trust and endowments
- Perform cost/benefit analyses of proposed activities
- Project multiple scenarios of future revenue flows
- Recommend funding strategies and fund sources to achieve strategic priorities
- Exercise judgment and solve problems related to revenue management
- Allocate trust and endowment expenditures according to Terms of Reference

#### **Accounting and financial transaction processing**

- Process payments and other reimbursements for CEMC faculty and staff (expenses, travel, requisitions, etc.)
- Process payroll payments for part-time/casual employees
- Ensure accuracy of all financial transactions, providing training to faculty and staff as needed on expense management
- Manage expenses related to PCards

#### **Administrative support for Staff and Faculty**

- Coordinate purchase of supplies and equipment for the CEMC
- Guide faculty and staff in the use of various financial systems such as expense reimbursement programs, as necessary

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- Process and reconcile all financial and payroll activities related to events, contests, school visits, marketing and miscellaneous CEMC activities
- Various duties as assigned by the Business Manager

*\*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**

- College diploma or university degree, preferably in a business-related discipline or equivalent education and experience

#### **Experience**

- 3 years of related financial experience with a solid understanding of accounting principles and practices, preferably in an academic environment
- Experience working independently and utilizing strong time management skills
- Experience with financial reporting, analysis, budgeting and forecasting
- Microsoft Excel including pivot tables, look-ups, macros, etc.
- Experience preparing and interpreting expense and revenue reports

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

- Sound knowledge of accounting and financial principles
- Strong decision-making and critical thinking skills, and maturity of judgement
- Demonstrated ability to interpret policies
- Ability to interpret Terms of Reference for donor agreements
- Ability to interpret financial statements and make financial recommendations
- Strong client-service orientation
- Excellent interpersonal skills and ability to interact professionally and effectively
- Ability to work accurately while managing a high work load and multiple demands on time
- Excellent organizational and time management skills
- Demonstrated ability to handle confidential information with discretion and tact
- Advanced English language skills both oral and written. French language skills would be an asset.

### **Nature and Scope**

- **Contacts:** Internal: For CEMC Director and Business Manager: provide regular and ad hoc financial reports as needed. Assist/advise CEMC faculty and staff with all accounting and financial activities. For CEMC staff and faculty: support contest activities as required during busiest contest season (February to April). Work closely with faculty coordinators of on and off campus seminars, conferences and meetings. External: Liaise with Waterloo Finance and HR Payroll to address errors or omissions affecting CEMC accounts. Liaise with the Office of the Dean of Math to process various Faculty appointment documents and issues related to finance. Assist the Office of the Associate Dean of Math with co- budgets and financial issues. Interact with seminar, workshop and meeting participants— students and teachers, CEMC volunteers. Independently deal with outstanding items with Waterloo and external suppliers of products and services.

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- **Level of Responsibility:** The job has specialized work with minimal supervision and provides guidance to others. Most issues should be solved with more complex items brought forward to the Business Manager for assistance as needed. Limited signing authority.
  - **Decision-Making Authority:** Independently resolve event-specific decisions, subject to available budgetary constraints. Deals with specific items affecting CEMC accounts and provides follow up to address outstanding issues.
  - **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
  - **Working Environment:** Travel: Occasional/infrequent travel required. Working Hours: Regular working hours; some flex time possible during busier contest and events/conference times. Risks – physical and psychological: No significant physical risks, no significant psychological risks; occasionally (rarely) interactions with suppliers may be difficult.