

Job Description

Job Title:	Research Finance Coordinator
Department:	Institute for Quantum Computing
Reports To:	Assistant Director, Administration
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	November 2018

Primary Purpose

The Research Finance Coordinator is responsible for all research and administrative activities for an assigned group of faculty members and their research groups, within the Institute for Quantum Computing. They manage the operating and research accounting of assigned faculty members and ensure compliance with university and granting agency policies and procedures, provide guidance and reporting to reduce the liability to the department and the university by proactive financial management of research funding. The grants and contracts include federal and provincial government agencies as well as national and international industry partners. The Research Finance Coordinator understands the constraints of specific granting programs and forecasts and provides recommendations to maximize the use and leverage of the research funding.

Key Accountabilities

Financial Administration

- Responsible for the financial administration of all operating and research grants for assigned faculty members in accordance with relevant university policies, granting agency guidelines and negotiated industry agreements
- Responsible for data analysis and custom financial reporting as required by the funding agency or research partners
- Verify research project revenues are received and ensure that anticipated expenses will align with project budget
- Ensure all expenses are eligible and compliant with university and granting agency policies
- Assist research groups with understanding various financial reports, financial policies/procedures, terminology and standard accounting practices
- Process all invoices to accounts payable to be rerouted through university payment system
- Provide guidance to research groups on use of university financial and procurement systems
- Update, maintain and verify information in a variety of spreadsheets and databases

Support to Principal Investigators

- Provide support to Principal Investigators concerning university and/or granting agency policies and procedures around eligibility of expenses
- Monitor, review and reconcile accounts monthly and advise PIs of discrepancies and anticipate any potential concerns
- Initiate and review procurement of research goods and services and ensure compliance with procurement policies and procedures including determination of independent contractor status
- Monitor spending on research projects and provide PIs with budget and financial information to enable them to manage their accounts
- Identify overspending and work with PI to resolve deficit by reallocating expenses

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- Make recommendations to respective faculty member regarding deficit resolution strategies
- Assist the Principal Investigator in the preparation of research budgets for major contracts and research grants
- Work with assigned faculty and research personnel on the preparation of research proposals including budget review
- Review and process out-of-pocket and travel expenses for research groups using university online system
- Review purchase of equipment and supplies for research groups, including the sourcing and procurement of capitalized equipment and is compliant with Policy 17

Human Resources Administration

- Act as a liaison between assigned faculty members, the Institute, the Department and Human Resources on issues relating to research staff personnel
- Review research staff contracts, payments and salaries to ensure eligibility of expenses according to granting agency guidelines and requirements
- Review Graduate Research Studentship and Graduate Research Assistants payment for available funds and timeliness
- Initiate salary changes for ongoing salary for research group members, as needed

Other Duties

- Proactively track activities and achievements for faculty members which are required for a wide range of reports
- Update faculty member group website, if required
- Update faculty member CV and Common CV for reporting and grant applications
- Stay up to date on changes in granting agency regulations, University policies and procedures
- Keep informed and attend training regarding new systems, tools and software
- Provide backup administrative support in peak times or during team member absences, as needed
- Work with Assistant Director, Administration on other internal projects, as needed

**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, preferably in business and/or accounting, or equivalent combination of education and experience
- Working toward CPA designation is an asset

Experience

- 3+ years of related accounting experience including financial monitoring and analysis, preferably in a university environment
- Research finance experience working with grants/contract administration
- Experience in financial reporting and analysis, budgeting, forecasting and accounting

Knowledge/Skills/Abilities

- An understanding of the academic environment, in particular research environment
- Advanced skills with Microsoft Excel and FileMaker
- High attention to detail with extreme accuracy is required
- Strong analytical, judgement and problem-solving skills

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- Strong interpersonal and communication skills, tact and diplomacy are required to provide professional advice on accounting and process issues
- Proven ability to manage a large volume of work, conflicting priorities and deadlines
- Demonstrated ability to work independently in a team environment and handle confidential information
- Sound knowledge of accounting principles and financial knowledge
- Experienced user of Apple computers and operating system
- Strong decision making and critical thinking skills and maturity of judgement
- Demonstrated ability to interpret policies, financial statements and apply guidelines and procedures
- Strong client-service orientation with a focus on providing exceptional customer service in a team environment
- Strong verbal and written communication skills
- Excellent organizational and time-management skills
- Demonstrated ability to handle confidential information with discretion and tact
- Ability to adapt to changing administrative and financial systems and software

Nature and Scope

- **Contacts:** The candidate is expected to communicate effectively and build excellent working relationships with these campus groups and work confidentially and strategically with faculty members and staff within the IQC, university departments and external partners.
Internally, communicates with:
 - IQC, Assistant Director, Administration
 - IQC, Associate Director, Finance
 - Faculty members, staff, postdocs, research and temporary employees, students
 - Office of Research Financial Analyst and Faculty Financial Officer for Institutes
 - Finance
 - Human Resources/Payroll
 - Procurement and Contract Services
 - Shipping
 - Faculty and administrative staff in other Faculties and departmentsExternally, communicates with:
 - Funding agencies/sources
 - Contractors and/or suppliers
- **Level of Responsibility:** This position is responsible for the consistent application of the University's financial regulations, policies and procedures as they apply to research activity. Non-compliance with contractual terms or agency guidelines could result in the return of agency funds, loss of future funds, and/or inability for the University to collect funds owed. This position requires a high degree of accuracy, a thorough understanding of applicable University policies and procedures and the ability to anticipate, investigate and resolve problems while managing conflicting demands.
- **Decision-Making Authority:** This position has specialized work with minimal supervision and establishes priorities in accomplishing job duties. The ability to identify issues, exercise judgement and knowledge of University, granting agency and accounting policies and procedures is required. The incumbent seeks to resolve issues and/or concerns if possible and receives direction on unusual problems.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** The Institute for Quantum Computing is a research environment that supports the membership groups and external parties in a very professional manner, with the expectation of a

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high level of customer service. The coordinator works independently and contributes to the overall workload of the team to support financial administration of research grants and contracts. There is minimal exposure to disagreeable conditions typical of a position exposed to stress or pressure associated with financial responsibilities and deadline constraints.