

## Job Description

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<b>Job Title:</b>	Financial Officer
<b>Department:</b>	School of Pharmacy
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	October 2017

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### **Primary Purpose**

The Financial Officer is responsible for the day-to-day administration of financial matters and for the provision of financial reports and analyses that support the effective and efficient management of School of Pharmacy finances. This includes all operating, research, trust and endowment accounts. The Financial Officer provides accurate and up-to-date financial information and advice in support of the School's strategic planning and resource allocation decisions, and is responsible for the financial processes within the School. The incumbent acts as the primary resource for School staff, faculty and students on financial matters.

The Financial Officer provides direction to the Administrative Coordinator & Financial Assistant in performing the financial responsibilities associated with that portfolio. The Financial Officer takes direction from and works closely with the Faculty Financial Officer (Science) in ensuring the integrity of financial processes and practices in terms of conformity with generally accepted accounting principles and University of Waterloo policies and guidelines.

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

- Responsible for administration of the School's operating budget
- Responsible for making recommendations on School expenses
- Responsible for forecasting future expenditure needs
- Ensures integrity of Pharmacy financial reporting structure and coding of revenue and expense transactions
- Prepares internal monthly management financial reports
- In consultation with the Faculty Financial Officer, prepares reports for the Dean of Science, as required
- Reviews monthly financial information and raises potential issues; takes corrective action where required
- Develops the School's annual operating budget for submission to the Dean of Science, in consultation with the Administrative Officer and the Director; works with the Faculty Financial Officer to ensure Pharmacy's adherence to Faculty of Science requirements in terms of information provided and presentation of information
- Ensures strong internal financial controls ensuring compliance with University financial policies, guidelines and procedures

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<ul style="list-style-type: none"><li>• Conducts regular audit and review of financial procedures and processes within the School and provides direction to ensure financial accountability</li><li>• Oversees all personal reimbursement requests and the Faculty Professional Expense Reimbursement (FPER) program to ensure accuracy, compliance and eligibility</li><li>• Oversees management of P-Card processes in the School of Pharmacy</li><li>• Conducts monthly reconciliation of accounts, including salary accounts</li><li>• Implements new financial initiatives within the School, as required</li><li>• Responsible for the School's trust and endowment funds, including related internal monitoring and reporting</li><li>• Participates in ad hoc financial projects, including financial forecasting and business plans for new initiatives</li><li>• Other duties as assigned</li></ul>
<p><b>Financial Management and Internal Control –Research</b></p> <ul style="list-style-type: none"><li>• Responsible for supporting Principle Investigators (PIs) in the financial administration of research grants and contracts in accordance with relevant University policies and negotiated sponsor agreements</li><li>• Responsible for research compliance authorization in the School of Pharmacy for transactions under \$3,000</li><li>• Supports researchers with management of their research accounts, and provides direction and training, as required</li><li>• Monitors research accounts and reports on potential issues such as accounts in deficit</li><li>• Provides direction to research groups and/or centres within the School of Pharmacy on establishing financial structures compliant with School requirements and UW policies, guidelines and procedures</li><li>• Advises on the development and review of budgets vis-à-vis research proposals and grant applications</li></ul>
<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"><li>• Provides financial analysis to the School's senior management in support of current and long range strategic planning inclusive of multi-year projections as required</li><li>• Works with senior management in the development of business plans for the School (e.g.. program expansion) to assess financial viability and sustainability; provides input into financial forecasting as required</li></ul>
<p><b>Education, Training and Development</b></p> <ul style="list-style-type: none"><li>• Communicates financial information, such as policies, guidelines and procedures, to staff, faculty and students of the School</li><li>• Provides training to staff and faculty engaged in financial activity in the School (e.g., CONCUR, Unit 4)</li></ul>

### **Required Qualifications**

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

<p><b>Education</b></p> <ul style="list-style-type: none"><li>• Undergraduate degree in business, accounting or related discipline; equivalent combination of education and experience.</li><li>• Canadian accounting designation (CPA, CA, CMA) required.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Minimum 5 years progressive financial management experience in financial reporting, internal control, financial analysis, budgeting, forecasting and accounting.</li></ul>

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- Thorough understanding of financial administration in an academic environment.

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

- Excellent judgement of the relevance and confidentiality of financial data
- Strong computer skills; MS Word, Outlook, Excel [Expert], Access [Intermediate]; Unit 4, CONCUR, SharePoint
- Strong organizational, analytical and problem solving skills
- Excellent interpersonal and communication skills
- Demonstrated ability to work independently and in a team environment
- Ability to manage multiple priorities and demands with a high level of initiative; accuracy and detail

### **Nature and Scope**

- **Contacts:** This position is required to communicate and interact with all individuals within the School, and to be able to tailor the communication relating to financial information to the needs and understanding of the audience. This position will also interact with professional and administrative staff from other units on campus, primarily but not limited to the Dean of Science Office, Finance, Office of Research, Human Resources.
- **Level of Responsibility:** influence, leadership, functional direction; this position is responsible for monitoring, interpreting and reporting on the financial activity of the School of Pharmacy. Additionally the position is responsible for monitoring and ensuring that financial processes are being followed in accordance with generally accepted accounting principles, and University policies and guidelines.
- **Decision-Making Authority:** Exercises judgement in providing information to senior management for day to day management, budget allocation and strategic planning purposes. Further judgement is exercised in identifying and implementing financial process improvements in the School. This position is granted signing authorization on School of Pharmacy operating, trust and endowment funds.
- **Physical and Sensory Demands:** Minimal physical demands; operating within an office environment
- **Working Environment:** Minimal exposure to disagreeable physical conditions. Exposed to stress and pressure associated with a financial position with deadline constraints.