

Job Description



Job Title:	Financial Administrator, Sedra Student Design Centre
Department:	Sedra Student Design Centre
Reports To:	Director, Sedra Student Design Centre
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	November 23, 2016

Primary Purpose

The Financial Administrator provides organizational, administrative and financial structure and support necessary to manage the operation of the department. This includes managing financial and physical resources, providing functional supervision and being responsible for payroll for department staff, and liaising with other administrative units in the Engineering faculty and across campus.

Key Accountabilities

Financial Administration

- Manage the financial reporting and budgeting of the Sedra Student Design Centre's (SDC) accounts, including invoicing external clients and performing internal chargeouts
- Responsible for monthly reconciliation of SDC accounts using FORE and monthly reconciliation of P-card purchases using CentreSuite
- Authorize all expenditures from the SDC account and all student team projects and monitor student team spending and account balances and prepare and distribute financial reports to student teams on a monthly basis. Currently 20 teams have accounts (projects) in the SDC org unit.
- Process accounts payable and expenses claims for SDC and student teams, including travel, engine test facility, 3D Print Centre, and third party.

Management of Physical Resources

- Authorize and oversee the use of meeting rooms and other physical spaces in the SDC. Authorize all key code changes and supervise the distribution of key fobs. Oversee all telephone services
- Oversee screening of eligible drivers for SDC vehicles and authorize all insurance and vehicle-related expenses, including repairs, maintenance and driver training
- Liaise with outside companies for office maintenance services and equipment purchases
- Liaise with on-campus partners for coordination of major events, such as Hack the North, FIRST Robotics, etc.

Office Administration

- Accountable for the overall quality of responsiveness of daily office operations, such as reception, phone, correspondence, mail, filing.
- Accountable for all in-coming and out-going shipments from and to Central Stores and external companies for the student teams. Provides Agile shipping support.
- Provide guidance to students and student teams to access SDC resources, such as room, equipment, computing resources, etc.

Human Resources Administration

- Provide functional direction to the Administrative Assistant and co-op student(s)
- Coordinate casual / temporary payroll documents for part-time staff, students and co-op students
- Provide training materials and in-person training to student team finance managers.

Job Description



- Provide input into staffing issues.

Required Qualifications

Education

- Post-secondary education or equivalent experience is required

Experience

- Demonstrated progressive experience in an administrative role including 2 - 3 years of experience in a financial administration position required, with experience in an academic environment preferred.
- Experience with University financial procedures, including budgeting, invoicing, internal charge outs, performing monthly account reconciliations, and training staff and students in claiming reimbursements for expenditures and travel costs.

Knowledge/Skills/Abilities

- Excellent communication (oral and written); interpersonal, organization and time management skills.
- Excellent data entry skills and proven aptitude for attention to detail and accuracy.
- Ability to handle sensitive and confidential information with discretion, including driver abstracts and insurance information.
- Proven ability to manage concurrent projects with competing deadlines and priorities. Ability to work independently and as a team member in a busy environment.
- Intermediate skills in Microsoft Office suite
- Other skills include: CMS web maintenance, SharePoint, Concur, FORE, CentreSuite

Nature and Scope

- **Contacts:** Present, discuss information and problems to internal contacts, including students, supervisor and other staff. Obtain, clarify and discuss information with external contacts, including suppliers, customers, visitors and members of the general public.
- **Level of Responsibility:** The job has specialized work with minimal supervision and has functional supervision over other positions
- **Decision-Making Authority:** Problems, recommendations and decisions that are typically faced by the position fall within UW policies and within or outside established SDC procedures. A manager would be consulted in the case of a conflict occurring with the contact (internal or external)
- **Physical and Sensory Demands:** Physical demands include extensive sitting, repetitive hand/finger movements (computer use), and confinement to a work station. Sensory demands include concentrated use of visual, cognitive senses (data entry, data checking) and dealing with distractions in the environment (student point of contact). Based on the demands, the job requires exertion of physical or sensory effort resulting in moderate fatigue, strain or risk of injury.
- **Working Environment:** Office based.