

Job Description

Job Title:	HR Financial Officer
Department:	Human Resources
Reports To:	Executive Director, Human Resources
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	June 2011

Primary Purpose

The HR Financial Officer is accountable for providing financial services and oversight to ensure all financial activity in the Human Resource department follows proper accounting practices and conforms to both University policies and procedures and government requirements.

Key Accountabilities

Provide Financial Oversight to the HR Department

- Develops, improves and implements strong internal financial controls; ensures that the HR Department adheres to the University's financial policies and procedures
- Periodically review and audit financial procedures and transactions within the department to ensure strong internal controls and efficient and effective financial accountability
- Meet regularly with the HR administrative staff to support effective financial management and internal control and to encourage the sharing of best practices throughout the department
- Collaborate with Finance to resolve issues and ensure accounting policies and procedures are adequately documented and communicated within the Department
- Team leaders for all internal and external audits to comply with request for information
- Support the renewal process for Group benefits providing financial analysis as required
- Provide oversight and conduct periodic audits on all pension payments to retirees, terminated employees and 3rd party providers

Oversee and Ensure all Remittances for the HR Department are made in a Timely Fashion

- Prepare/ review all remittances, government filings, tax preparations for payroll ensuring all are accurate and paid on time
- Prepare/review reconciliations for all payroll deductions (group benefits, pension, taxes), payroll suspense and balance sheet accounts related to HR group both during the year and at yearend
- Management and validation of invoicing for HR, in particular the management, monitoring and tracking of Third Party Vendor spending
- Stay abreast of legislation and best practices to ensure compliance with legal authorities

Supports the HR Director in the Planning, Developing and Management of the HR and OHD Annual Operating Budget

- Support the management of the HR expenditure and budgetary controls
- Monthly preparation of various overviews of the Departments budgets, disbursements; identifying problems to the Director of Human Resources
- Provides financial analysis in support of current and long-range planning, taking into account implications of commitments related to special projects, maternity and LTD leaves, retirements, terminations and secondments

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Participate and Provide Guidance on Task Forces as Required

- Ad hoc projects associated with data, information and trending analyses within the department
- Ad hoc projects associated with management and control of processes and document flow

Required Qualifications

Education

- University degree combined with a professional accounting designation (CGA/CMA)
- Payroll designation and/or HR designation considered an asset

Experience

- 5-8 years of progressive accounting experience with specific experience in the area of Human Resources and Payroll

Knowledge/Skills/Abilities

- High attention to detail
- Strong interpersonal, customer service, organizational and communication skills
- Intermediate skills in Microsoft Office suite
- PeopleSoft Payroll a strong Asset, Oracle Finance Systems

Nature and Scope

- **Contacts:** Internally, communicates with financial officers in finance, office of research and faculties to obtain, clarify and discuss information to resolve issues and gain resolution. Externally, this position will have significant contact with government agencies and suppliers to resolve issues related to payments and credits.
- **Level of Responsibility:** The position provides expert advice and is responsible for ensuring the Universities finances are being managed appropriately within the Human Resource department. The job has specialized work with minimal supervision and provides guidance to others.
- **Decision-Making Authority:** Responsible for ensuring the universities finances and department budgets are being managed appropriately and for influencing working habits both within HR and outside to meet established standards. Responsible for raising issues to the Director, Human Resources as required.
- **Physical and Sensory Demands:** Minimal demands typical of a finance role operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a normal office environment