Job Title: Financial Officer
Department: Office of the Registrar
Reports To: Administrative Officer
Jobs Reporting: None
Salary Grade: USG 9
Effective Date: April 2018

**Primary Purpose**
The Financial Officer provides financial management and planning support for all the departments under the Registrar’s Office portfolio. The incumbent supports the Administrative Officer, Registrar, and managers within the Registrar’s Office with strategic budget planning and financial management.

The Financial Officer is responsible for monitoring the budgets, providing financial status reporting, developing effective business processes, and ensuring compliance. This position is the primary point of contact for all financial matters including analysis, recommendations, procurement and procedures. The incumbent is the primary functional liaison with UW Finance.

The incumbent is accountable for internal financial statements. The Financial Officer ensures that financial data is processed and recorded in accordance with generally accepted accounting principles and the University’s policies and procedures.

**Key Accountabilities**

**Financial Administration**
- Oversees and continually monitors all departmental financial matters and makes recommendations regarding budget allocations, resolution of financial issues that arise, and appropriate procedural changes as required;
- Produces and monitors financial reports, and is responsible for budget reconciliation. Provides insight and analysis of budget status of projects within the department and alerts appropriate manager of potential budget challenges/concerns;
- Works with Finance to construct custom reports and gathers historical or statistical information when appropriate to further assist in budget forecasting;
- Reviews and reconciles non-salary accounts and deals with discrepancies or errors to ensure accuracy of all financial transactions;
- Responsible for accounts receivables and non-salary transfer requests;
- Assists with processing travel claims and reimbursement requests;
- Communicates financial information, such as changes to policies, guidelines and procedures, to management and staff;
- Ensures that all staff adhere to required policies and procedures;
- Maintains records of Purchasing Cardholders, reconciles Purchasing cards on a monthly basis, serves as internal support for new P-card holders, and advises staff on usage, training, record-keeping practices etc.;
- Maintains and organizes financial records, files, reports and tools including electronic, and physical document management;
- Coordinates and oversees the procurement of services and equipment;
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- Accountable for invoicing approvals, processing, and reporting on recruitment agent fees;
- Aids in government funds reporting and auditing for the office;
- Is responsible for reporting on the budgetary status of government funds, student financial awards, work study programs, and financial aid;
- Oversees cash controls and e-commerce payments processes in the Student Service Centre.

### Financial Planning
- Provides financial analysis, recommendations and ad-hoc reports to inform decisions related to the day-to-day and long range financial planning;
- The overall annual budgeting process involves many discussions and meetings amongst managers and the process can be driven by many strict and short deadlines. To support this process, the timely and accurate preparation of financial information is critical in meeting targeted deadlines;
- Assists managers with departmental budget planning process;
- Is a key contributor to annual budget planning activities;
- Accountable for finalizing the yearly budget reports for submission to the Strategic Budget Advisory Committee (SBAC);
- Prepares an overall picture of the financial status, identifying potential problems, and proposing solutions to the leadership team;
- Assists with special projects as assigned.

### Staff Education, Training and Development
- Provides financial direction to managers and one-on-one guidance, coaching and training related to financial reporting and budgetary issues;
- Meets regularly with managers who have financial accountability to ensure effective financial planning, management and control is maintained, and to encourage sharing of best practices;
- Communicates financial information such as guidelines and procedures to staff as required;
- Creates and maintains procedural documentation.

### Liaison
- Acts as the primary liaison with UW Finance and collaborates with them to ensure the understanding and administration of accounting policies and procedures are adequately documented and communicated;
- Participates in and provides guidance on task forces, University financial audits and working groups as required;
- Develops and maintains productive working relationships with staff within the RO, across campus, and external vendors as required.

### Required Qualifications

#### Education
- Post-secondary education required in Accounting, Business Administration or a related discipline or equivalent education and experience.

#### Experience
- 5 years of experience in financial reporting, internal controls, financial analysis, budget development and allocation, forecasting, and accounting, preferably in a post-secondary environment.

#### Knowledge/Skills/Abilities
- The Financial Officer must possess an excellent understanding of generally accepted accounting principles and practices as they relate to fund accounting and an in-depth knowledge of the accounting requirements and financial business of the University;
- Demonstrates leadership to provide relevant and timely strategic advice;
- Demonstrates initiative to improve general financial practices and establish standards;
## Job Description

- Possesses advanced analytical and problem solving skills;
- Must be able to quickly assimilate and analyze information/data;
- Proven ability to design financial processes and implement financial procedures;
- Strong human relations and management experience/skills including the ability to lead and develop staff without direct reporting responsibility and the ability to foster constructive team relationships;
- Tact, judgment, and diplomacy are essential;
- Must be able to make independent judgment in areas of time management, task prioritization, organization, and decision-making;
- Excellent verbal and written communication skills;
- Proven ability to manage a large volume of work, conflicting priorities, and deadlines. Excellent time management skills including the ability to independently manage and monitor progress of projects;
- Must be a strategic thinker;
- Possesses advanced Excel skills, intermediate computer literacy with Microsoft Word and Outlook, and basic computer literacy utilizing Microsoft SharePoint and vendor purchasing systems;
- Computer literacy utilizing the following systems is preferred: Concur and Unit4;
- Advanced experience of interpreting UWaterloo policies, procedures, and guidelines is preferred.

## Nature and Scope

- **Contacts:** The Financial Officer must work closely with the leadership and management teams across the five units within the RO. Each unit has their own budget allocations totaling approximately $38 million in non-salary funds, which include financial aid funding through tuition set-aside. The Financial Officer makes contact with departments outside the Registrar’s Office to discuss information and problems, and to obtain action, reach agreement and negotiate any shared billing or transfers. This includes making contact with contractors and suppliers to discuss information, evaluate options, make purchases and solve problems.
- The Financial Officer is a collaborative team player who is comfortable with leading as well as executing and taking constructive input from multiple sources. A high degree of integrity, tact, and diplomacy is required to ensure sensitivity to the needs and interests of all stakeholders.
- **Level of Responsibility:** The Financial Officer has specialized work with minimal supervision and provides guidance to others. Sound understanding of policies related to financial management, university policies and guidelines is required. The Financial Officer must have a high level of attention to detail and sound research skills. A high degree of integrity, tact, and diplomacy are required. The job will require independent thought and judgement in areas of time management, planning, problem solving, and decision-making.
- **Decision-Making Authority:** This position makes decisions on the operating non-salary budget regarding day-to-day financial and administrative matters in accordance with applicable departmental policies and procedures. The Financial Officer provides recommendations to the Administrative Officer, Registrar and management team.
- **Physical and Sensory Demands:** This position is exposed to minimal demands typical of an administrative position within an open-concept office environment. There is minimal exposure to disagreeable conditions typical of a support role. There may be deprivation caused by lack of privacy and constant interruptions. High attention to detail is required.
- **Working Environment:** This position works regular business hours, which include Monday to Friday, 35 hours/week with evening hours occasionally required. Minimal travel is required.