

Job Description

JOB TITLE:	Research Finance Co-ordinator	DATE:	February 22, 2016
REPORTS TO:	Administrative Officer		
JOBS REPORTING:	None		
LOCATION:	E6		
GRADE:	7		
DEPARTMENT:	Chemical Engineering		

PRIMARY PURPOSE: The Research Finance Coordinator oversees post-award administration of sponsored research funds. The Coordinator provides financial administrative support and monitors the use of research funds (internal and/or external). The grants/contracts can include but are not limited to internal awards, standard grants such as tri-council, and non-standard sponsored federal, provincial, municipal, institutional, corporation/business, foundation or other agency/organization research funds. Coordinator is responsible for the financial review of research transactions before they are approved and processed to ensure compliance with granting agency guidelines or sponsor regulations, research governance and University policies. Requires extensive knowledge of various funding agency guidelines (such as Tri-Agency, OCE, CFI) combined with understanding of applicable University policies and processes. Responsibilities also include problem solving with respect to management, analysis of accounts, and review for eligibility on research accounts to ensure adherence to financial requirements and policy guidelines specified by sponsors and University policies and taking appropriate action in instances of non-compliance. Ability to develop and foster relationships with internal (PI and University community) and external (granting agency or sponsor) stakeholders.

KEY ACCOUNTABILITIES:

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".

1.	<p>Financial Administration</p> <ul style="list-style-type: none"> - responsible for the financial administration of all research grants and contracts in the department including financial forecasting, monitoring of accounts, authorization of expenditures, reconciliation, establishment of payroll - responsible for consistent application of the University's financial regulations, policies and procedures as they apply to research activity <p>Financial administration compliance and expenditure authorization</p> <ul style="list-style-type: none"> - Substantiates research project revenues received for the fiscal year to ensure funds are available for expenses - Review research staff contracts and salaries to ensure eligibility of expenses in accordance with granting agency -Apply knowledge of granting agency guidelines and University financial regulations, policy, and procedures when reviewing, verifying, and approving expenditures, journal vouchers, and journal entry transactions including interdepartmental billings on research accounts -Ensure that transactions and expenditures on each account are eligible on each research project following internal and external stakeholder financial administration guidelines. -Exercise judgement for appropriateness and compliance of transactions on research accounts -Inform PI and any affected departments of ineligible transactions on account and recommend appropriate action to take to ensure compliance with granting agency guidelines and University Policy. -Investigate discrepancies and follow-up with Principal Investigators and Office of Research or appropriate internal department (Finance, Procurement, Payroll etc.). <p>-Ensure audit trails are in place for all approved financial transactions and maintain support documentation of transactions for internal or external audit queries.</p>
----	---

Job Description

	<p>Monitoring accounts and financial analysis</p> <ul style="list-style-type: none"> - Ensure that project end dates and funding levels are in place by maintaining a project listing of active accounts with available funds. This listing provides information to Researcher and staff of active accounts, accounts that will be closing, and accounts in deficit in order to proactively manage the accounts. - Conduct variance analysis using provided budget information to assist researcher in efficiently managing accounts - identify problem accounts and recommend corrective action to be taken - Monitor spending on account through transaction verification and approval process to prevent over expenditure or ineligible spending on research accounts. Communicate spending trends to researcher to ensure appropriate authorization and supporting documentation verifying future funding availability or budget deviation approvals are in place. - Monitor financial status of all projects by conducting account reconciliation and variance analysis and ensure expenditures are within budget, that milestones are met, and that all claims are provided in a timely and accurate manner -Set up new accounts and projects into electronic and manual project files
2.	<p>Support to Principal Investigators and fostering relationships</p> <ul style="list-style-type: none"> - Provide expertise in preparing budgets and work closely with Office of Research to ensure budget information is in place to meet deadlines for submission of grants - Provide guidance and assistance to PIs and other research staff on sponsor guidelines and UW financial policies relevant to their grants and contracts - Review and interpret financial data to answer queries from PIs - Monitor spending levels in research project grants and provide PIs with budget and financial information enabling them to manage their accounts. -Provide PI with options in resolving account deficits -Communicate regularly and proactively with PI by email, telephone or in person to discuss discrepancies and follow-up to resolve issues <p>Other stakeholder support</p> <ul style="list-style-type: none"> -Provide guidance and assistance to students and lab staff on sponsor guidelines and UW policy for submitting reimbursement claims for out of pocket expenditures and travel. -Liaise with Office of Research, pre-awards, Research Financial Analysts regarding awards set up, award guidelines, reporting, or project discrepancies (budget, OH, reporting, invoicing, etc.) on behalf of PI - Contact individual, granting agencies, on sensitive matters in order to obtain, provide and/or clarify information - Answer non routine enquiries concerning research and follow-up on granting agencies additional questions
3.	<p>Administrative Duties</p> <ul style="list-style-type: none"> - communicates with Chair and Administrative Officer on a regular basis regarding research accounts and provides plan of action for problematic accounts as well as deficit resolutions - provides payroll information such as benefit costs and living allowances prior to salary appointment letters being sent to postdoctoral fellows, visitors - provides financial information to faculty regarding the payment of graduate students
4.	<p>Other Duties</p> <ul style="list-style-type: none"> - provide training assistance to the faculty, students, postdocs, etc. - assist internal and external auditors as required -Provide updates on changing policies and procedures for external granting agencies and internal UW policy changes - stays up to date on changes in granting agency regulations, university policies and procedures, new technology and programs - all other duties as assigned by Chair and/or Administrative Officer as required to meet with research goals and objectives of the department

Job Description

5.

POSITION REQUIREMENTS:

If hiring today, what would be the minimum requirements?

Education: Undergraduate degree and accounting designation (CMA/CGA) or equivalent education and experience

Experience: Several years of financial experience, working knowledge and solid understanding of funding sources. Must possess excellent organizational, analytical and problem-solving skills.

Technical: Job specific experience, computer skills

MS Word	Excel	PowerPoint	Other
Intermediate	Advanced	Beginner to intermediate	FORE, Concur, Outlook

NATURE AND SCOPE:

- **Interpersonal Skills:** Must have proven excellent interpersonal skills and work well within a team in order that he/she can effectively liaise with campus community and external partners. Excellent written and oral communication skills in order to instruct faculty and students as well as to provide information regarding accounts and research grants.
- **Level of Responsibility:** A high degree of accuracy, a thorough understanding of policies and practices, the ability to anticipate, investigate and resolve problems and the ability to meet conflicting demands are expected. Failure to do so may result in overpayments, duplicate payments, payroll delays, deficits, or inappropriate charges. Demonstrated ability to handle confidential information (research financial information, payroll, etc.) with discretion and manage multiple and competing priorities is essential.
- **Decision-Making Authority:** Establishes own priorities in accomplishing job duties and receives instructions only on unusual problems. Will identify issues and seek to resolve those problems. Responsible to provide accurate information to faculty when spending research funds. Demonstrate sound professional judgement and the ability to meet conflicting demands are expected
- **Problem Solving:** Ability to apply knowledge of granting agency guidelines and UW policy to recommend appropriate use of research funds and to resolve account issues (i.e. ineligible expenditures, deficits, etc.). Proven ability to grasp new concepts quickly.
- **Physical and Sensory Demands:** This position requires mental concentration and the incumbent must listen carefully to client concerns or circumstances and read into and between the lines of emails or correspondence to identify issues or problems daily.
- **Working Environment:** Incumbent works in an environment where there is frequent procedural change, pressure and occasionally dealings with distressed clients.