

Job Description

Job Title:	Financial Assistant
Department:	Plant Operations
Reports To:	Manager, Finance and Budgets
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	May 2021

Primary Purpose

Reporting to the Manager, Finance and Budgets, the Financial Assistant supports a broad range of financial administration within Plant Operations that includes accounts payable, accounts receivable, purchase requisitions, expense reimbursements, financial tracking and reporting, etc. This position supports a significant volume of accounts payable activity, including acting as the primary department coder in Unit4, reviewing and tracking data related to utilities related invoices, and being the primary liaison with Finance on day-to-day activity.

University of Waterloo infrastructure comprises of over eight million square feet of space served by a large Class A Central Plant feeding a sophisticated district energy system connecting over eighty major academic buildings supporting state of the art teaching and ground-breaking research.

Responsibilities will align with the Plant Operations goal of contributing towards providing a safe and accessible, invitingly clean and comfortable, functionally enriched and well-maintained campus environment through service excellence.

Key Accountabilities

Financial Administration

- Provides general and financial administrative support to Directors, Managers and Supervisors within Plant Operations and other external department stakeholders
- Acts as primary departmental coder in Unit4, processing a significant volume of non-purchase order invoices. This includes verifying invoice information with internal records to ensure accuracy, verifying that goods were received, and confirming from the order what general ledger account and work order to use.
- Reviews and processes Plant Operations staff reimbursements through Concur
- Reviews and processes out-of-pocket CUPE staff reimbursements through paper-based claim process, ensuring proper documentation and eligibility of claims.
- Provides support to others on the use of financial systems including Unit4 and expense claims through Concur
- Helps maintain the integrity of Plant Operations Unit4 general ledger structure by reviewing invoices prior to submission to appropriate Supervisors and Directors, and assessing appropriate account, work order, and activity.
- Processes periodic cheque deposits as required
- Provides backup to other financial functions as required

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- Prepares weekly and monthly journal entries for internal charge-outs of billable labour and material, fuel consumption, construction, consultation fees and other such items
- Monitors utility invoices for any discrepancies and ensure the approver is aware of any bill fluctuations and/or outstanding items that need to be approved
- Aids Plant Operations Supervisors on procurement and tracking of related documentation for ongoing purchase orders
- Generates sales invoices in Unit4 to external clients for billable work as required
- Creates and processes purchase orders in Unit4 for procurement, ensuring accurate submissions and that requisitions have adequate supporting documentation.

Financial Reporting

- Maintains accurate records of various utility and fuel related consumption data and cost parameters, utilizing Excel spreadsheets and/or databases as appropriate
- Provides occasional reports as required to Plant Operations management and other sectors of the University (i.e., Housing Department, Sustainability Office, etc.) as it relates to cost and consumption data for fuel, utilities, and waste Monitor outstanding purchase orders and follow up with various divisions of the department as appropriate, and liaise with Procurement as necessary

General

- Assists with documenting procedures related to internal controls and processing
- Provides Department of Finance with appropriate information and documentation when requested for audit or other such queries.
- Supports the Manager, Finance and Budgets and Plant Operations team with matters pertaining to financial controls and processes
- Ensures compliance with departmental and University policies and procedures
- Keeps informed on changes to University policies and procedures, accounting administration best practices and regulations, and new technology or programs, including attending meetings and training on systems and procedures as required
- Maintains positive working relationships with on and off campus stakeholders, including but not limited to suppliers, vendors, contractors, clients, and other departments
- Other duties or projects as assigned

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Undergraduate degree in Business or Financial Administration, or equivalent related education/experience

Experience

- 3+ years of progressive accounting experience
- Prior experience in a facilities management or plant operations environment would be considered an asset
- Consistent track record in electronically supporting a broader spectrum of accounting and financial functions

Knowledge/Skills/Abilities

- Sound knowledge of accounting principles and financial judgement

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- Strong decision-making abilities, critical thinking, and organizational skills
- Strong communication and interpersonal skills are required to provide sound and professional financial advice, and build excellent working relationships
- Working knowledge of tax issues (such as HST-related rebates)
- Strong computer and technical skills with a minimum intermediate use and understanding of:
 - Microsoft Access, Excel, Outlook, and Word
 - SharePoint (Uploads and Tracking)
 - Unit 4, Concur and Manual reimbursement processes
 - Experience with Gasboy program is desirable
- Ability to communicate, both orally and in a written format, information at all levels of the organization is essential
- Ability to communicate financial information to both financial and non-financial audiences is required
- High degree of discretion, judgement, sensitivity, tact, and diplomacy

Nature and Scope

- **Contacts:** High degree of communication within Plant Operations department required at multiple levels (i.e., Directors, Managers, Supervisors, staff). Frequent communication with external vendors and suppliers. Occasional communication with other departments on campus.
- **Level of Responsibility:** No staff management. Strong self-direction and independent prioritization is required.
- **Decision-Making Authority:** Decisions around proper financial coding and when to escalate, and to whom, are required. Problem solving is necessary, including finding necessary documentation and information to determine nature of expenditures.
- **Physical and Sensory Demands:** Desk/computer based, no physical demands.
- **Working Environment:** Primarily office based.