

## Job Description

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<b>Job Title:</b>	Financial Administrator & Regulatory Affairs Assistant
<b>Department:</b>	Centre for Ocular Research & Education
<b>Reports To:</b>	CORE Administrator/WOVS Financial Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 5
<b>Effective Date:</b>	January 2018

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### **Primary Purpose**

This position is responsible for bookkeeping and monitoring the financial activity of the Centre for Ocular Research & Education (CORE) and reporting the ongoing financial position to the CORE Senior Administrative Team (SAT) and Waterloo Optometry & Vision Science (WOVS) Administration. This will involve the use of a project based accounting model, ensuring that generally accepted accounting principles are followed. This position is accountable to the WOVS Financial Officer on all finance matters. It is anticipated that this will require approximately 50% of the incumbent's time. For the remaining 50%, the incumbent will assist the CORE Regulatory Team with the management of CORE regulatory and training documents. This position is contingent upon funding.

### **Key Accountabilities**

#### **Project based accounting**

- Arrange for the invoicing of sponsors based on project milestones and follow up as required, communicating any obstacles to the SAT.
- Allocate expenses internally to each project, including salaries (ensuring supporting documentation is in place and filed appropriately).
- Prepare charge-outs to offset project related expenses incurred in the CORE operating account (including salaries and benefits) and any correcting journal entries that are required.

#### **Financial reporting**

- Perform financial analysis of actuals versus budget at completion of each project or earlier as requested and provide a report to the SAT and WOVS Financial Officer.
- Provide monthly updates of CORE's financial position to the SAT and the WOVS Financial Officer.
- Prepare quarterly financial statements for the SAT and the WOVS administration.
- Provide a complete set of financial statements, an overall report of CORE's financial position and all supporting documents at the end of each financial year.
- Produce ad hoc reports as requested by SAT or WOVS Financial Officer.

#### **General financial management and support**

- Act as a reviewer/approver for purchasing card statements for all CORE card holders.
- Review and track all research participant payment advances and settlements through UW Finance.
- Monitor spending against approved budgets.
- Reconcile CIBC study participant payment account (monthly).
- Review purchases of equipment and supplies. Provide approval for lab purchases through CORE SharePoint system.
- Act as Invoice Coder for UW Unit4 financial system.
- Prepare manual expense reimbursements (obtaining necessary one-over-one approvals as required).

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<ul style="list-style-type: none"><li>• Preview travel expense reimbursements on Concur for all CORE approvers and for all manual submissions.</li></ul>
<b>Managing online employee time allocation system</b> <ul style="list-style-type: none"><li>• Ensure all new projects are added to the online time allocation system.</li><li>• Assist with the training of CORE employees on the use of the time allocation system and monitor completion of time allocations by CORE employees, following up accordingly.</li><li>• Ensure information from time allocation system is exported monthly and project salary allocations and charge-outs are completed.</li></ul>
<b>Management of CORE Regulatory and Training Documents</b> <ul style="list-style-type: none"><li>• Manage and store current copies of CV's, financial disclosure forms and Good Clinical Practice (GCP) records for all CORE employees and request updates as required,.</li><li>• Gather, record and file training certificates and documentation for all CORE employees.</li><li>• Create and maintain a regulatory binder for each CORE study, liaising with study Lead Investigators to gather relevant regulatory documents.</li><li>• Respond to requests from study sponsors for regulatory documents.</li><li>• Obtain insurance certificates from the University and send to study sponsors as required.</li><li>• Assist with the management of other regulatory and study-specific requirements as needed.</li></ul>

### Required Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>• Completion of a college diploma in an accounting, finance or business field or equivalent education combined with experience.</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• One to two years' experience in a financial setting with exposure to all aspects of business accounting, particularly project based accounting. Experience working in an environment operating under regulatory requirements would be an asset.</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Strong organizational and analytical skills and attention to detail.</li><li>• Excellent written and verbal communication skills.</li><li>• Ability to work independently and as a team member in a busy and varied environment.</li><li>• Knowledge of Microsoft Office Suite with particular strength using various functions in Excel.</li><li>• Basic awareness of the purpose of regulatory affairs.</li></ul>

### Nature and Scope

- **Contacts:** This position will require the incumbent to interact with internal contacts and those external to CORE. Internal interaction will primarily involve obtaining, clarifying and discussing information with co-workers as well as presenting and discussing information or problems with CORE SAT. The incumbent will also assist with regulatory administrative duties including the management of regulatory documentation which will involve interacting with the CORE Regulatory Team, Investigators and other personnel to obtain and clarify information. The incumbent will be required to work closely with the WOVS Finance Officer and other WOVS administrative personnel to present and discuss information or problems related to the financial activity of the CORE. This position will also be responsible for liaising with UW financial and Office of Research personnel and industry representatives for matters related to accounts receivables or regulatory matters.
- **Level of Responsibility:** This position has no direct supervision of others. The incumbent will be required to carry out specialized work with minimal supervision. For the financial aspect of this position, the incumbent will be asked to provide recommendations about CORE financial practices in

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consultation with the WOVS Financial Officer. Typically, the annual CORE revenue and expense budgets (including individual project budgets) will be set by the CORE Director in consultation with other members of the SAT. The incumbent will be responsible for the allocation and monitoring of expenses and tracking of milestones related to invoicing. S/he will be responsible for the accurate reporting of CORE's financial position and all project costs monthly and/or at the request of the SAT or WOVS, ensuring the reports reconcile to the general ledger. For the regulatory affairs aspect of this position, the incumbent will be responsible for ensuring that information is accurately gathered, tracked and stored according to CORE Standard Operating Procedures (SOPs) and regulatory requirements. Guidance on requirements will be provided by CORE SAT and members of the CORE Regulatory Team.

- **Decision-Making Authority:** When acting in the finance role, the incumbent will make decisions that will ensure generally accepted accounting principles are being followed, that CORE's financial position is being closely monitored and reported on accurately, and that all required supporting financial documentation is in place.
- **Physical and Sensory Demands:** This position requires physical and sensory demands typical of an administrative role with extensive computer use and attention to detail. It requires extensive sitting, repetitive hand/finger movement and concentrated visual tasks. This may result in slight fatigue, strain or risk of injury and frequent breaks are encouraged.
- **Working Environment:** : Other than the stress of meeting reporting deadlines, the incumbent in this position will not experience excessive stress, tension or anxiety. S/he will be required to share an office and a typical work day may involve frequent interruptions.