

Job Description

Job Title:	Financial Officer and Space Coordinator
Department:	Waterloo Institute for Nanotechnology (WIN)
Reports To:	Executive Director, WIN
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	October 2020

Primary Purpose

The Financial Officer and Space Coordinator is accountable for the management of the WIN's financial operations and has key accounting and analytical support responsibilities; along with managing all QNC space and key responsibilities. The individual provides financial services, information and analysis and manage research accounts under WIN's operating unit, as well as managing all QNC space and key responsibilities.

The Financial Officer provides financial information and advice to the Executive Director to support effective management and strategic planning. This includes administration and oversight of financial activity in all funds, long and short term financial planning, and other finance-related functions and special projects. The incumbent is also responsible for the integrity of financial processes and practices to ensure conformity with generally accepted accounting principles and University policies and guidelines, and uniform application and implementation of all financial policies, guidelines and best practices.

The Space Coordinator portion is responsible to manage key control for the institute's space portfolio, which includes office, classroom, student space, and lab facilities buildings in conjunction with the Space Committee.

The individual is also responsible for managing relevant research accounts (both operating and tri-agency/CFI) and claim reimbursements. The individual will work with the WIN Space Committee to efficiently manage and allocation of research space for WIN members and researchers.

Key Accountabilities

Budget, Reporting and Financial Planning

- Develop the institute's annual operating budget in consultation with the Executive Director
- Provide confidential advice and strategies relating to financial and budget sensitive activities;
- Develop business plans e.g. program expansion and new initiatives as required to assess financial viability and sustainability;
- Provide financial analysis in support of current and long term projects;
- Prepare projections of WIN's financial position, identify any concerns, propose potential solutions and initiate corrective action where required;
- Identify financial consequences of long term plans, proposals or changes to facilitate effective strategic decision making;
- Analyze impact of government and university funding decision on budget;
- Prepare financial documentation to aid decision making (e.g. budget allocations for various departmental initiatives, teaching resource summaries);

- Review and advise on agreements and memoranda of understanding for relationships with internal and external agencies/institutes regarding management and internal control of research funds;
- Co-ordinate the setup of financial structures to ensure activity is properly managed
- Monitor the financial status of operating, research, trust and endowment funds

Financial Management and Internal Control:

- Administer and monitor the operating budget, revenues, expenses and overhead allocation;
- Oversee all personal reimbursement requests and faculty professional expense reimbursement claims to ensure accuracy, compliance and eligibility;
- Monitor research accounts and report potential liability of research accounts in deficit;
- Responsible for departmental research compliance review;
- Oversee the monitoring and internal control of research grants and ensure research activity is in compliance with university policies and procedures as well as those imposed externally by granting agencies;
- Identify and address issues concerning compliance with sponsor agreements
- Review hiring documentation relating to the payment of faculty, staff, part-time/casual staff, teaching/research assistants;
- Review independent contractor status requests;
- Authorize new user requests for procurement and invoicing purposes;
- Administer and reconcile payroll of ongoing and temporary staff and faculty;
- Review expenses to ensure compliance with university policies and procedures, including those imposed externally by donors and granting agencies;
- Liaise with other units where interdisciplinary or institutional activity are being performed;
- Responsible for financial management of WIN's trust and endowment funds;
- Support effective financial planning, management and internal control and best practices for cost recovery labs;
- Collaborate with the Office of Research to ensure faculty reporting requirements are met;
- Develop, improve and implement strong internal financial controls;
- Liaise with Finance to ensure full application and consistency of financial systems, policies and procedures.

Key Control and Security Management:

- Acts as department key controller with signing authority, ensuring appropriate authorization in issuing and ordering keys;
- Reviews requests for various access keys, including building entrance keys to ensure security of WIN space and ensures appropriate access to research labs to reduce risk and liability;
- Signs and issues key permits to individuals as authorized;
- Reconciles reports on lost and expired keys to correspond with Key Control records and performs key audits in conjunction with Plant Operations;
- Liaises between Plant Operations locksmiths for key receipt pickup and drop off;
- Recovers keys and approves refunds of key deposits, reconciles key deposits;
- Works with the Space Committee with respect to key assignment and distribution;
- Maintains records and control database for over 500 keys and multiple key code locks;
- Maintains accurate records of security access card and fob users;
- Manages extensions of expiry dates and/or required deactivation of FOBS;
- Liaises with IST and students & visitors re: malfunctions of electronic locks/readers;
- Ensures safe return of expired key fobs to WIN office;
- Informs staff of changes to locks and personnel for access to WIN controlled space;
- Develops key and access control procedures;

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<ul style="list-style-type: none">• Ensures that building safety practices are followed and follows up on breaches of security;• Maintains knowledge of University key policies and procedures
Space Administration: <ul style="list-style-type: none">• Reports on space vacancies and creates ad hoc reports reflecting occupancy;• Works with Space Committee to resolve general space issues;• Maintains database for all research lab space and assigned office space;• Liaise with Space Committee on space assignments for visitors, post-doctoral fellows, sessional instructors, and general use space;• Assist with coordination of lock changes and move logistics for re-assignment of rooms.
Health & Safety Administration: <ul style="list-style-type: none">• Acts as recording member for the institutes Health & Safety Committee• Identifies urgent matters of high importance and redirects issues as appropriate;• Ensures that new staff and faculty receive information on Health and Safety policies and procedures;• Participates in the development of WIN-specific policies, procedures and process reviews related to emergency preparedness and health and safety management.
Policy, Controls, Process Improvement <ul style="list-style-type: none">• Fully comply with tri-agency policy of responsible use of research grant• Interprets and clarifies financial policies, procedures and guidelines.• Recommends guidelines to track and control office expenses.• Invests in the continual process improvement of WIN's financial procedures, controls and reporting standards
Research Accounts <ul style="list-style-type: none">• Responsible for maintaining WIN's internal research accounts for Interdisciplinary Research Funding Program (WIN-IRFP).• Responsible for maintaining all research accounts for the ED and other WIN members as required.• Work closely with WIN's Research Program Manager and Business Development Manager to track various grants that are managed under WIN's operating unit.• Work closely with common usage facilities within WIN to send out invoices for the usage of the facility.
Other Duties: <ul style="list-style-type: none">• Provides back-up support on purchase and supply ordering, reconciliations during staff absences;• Attends all training on new systems and procedures, and meetings as required;• Develops standardized processes and updates procedure documentation as required;• Assists with special projects and other duties

**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 <ul style="list-style-type: none">• Bachelor's degree from a post-secondary institution with business, economics, accounting or finance orientation. CPA designation is desired.
Experience <ul style="list-style-type: none">• Minimum of 2 years of working in an administrative support and financial reconciliation and reporting role. Experience in working within publicly funded institutions will be an asset.
Knowledge/Skills/Abilities

- Knowledge of university working environment and systems. Or large, complex, multi-departmental organization.
- Demonstrated competence with generally accepted accounting principles (GAAP), comfort with accounting software and systems.
- High level competence in working with Excel
- Understanding of journal entries, preparing budgets and fore-casts, research accounts management
- Analytical skills, interpersonal, organization and communications skills required.
- Comfort and clarity in explaining accounting information, as well as organizational procedures and policies.
- Thoroughness and accuracy in typing and written correspondence is required.
- Able to work in a small, high performance team environment.
- A certain amount of autonomy is required to monitor financial activity and take initiative to recommend continual process improvements.
- Flexibility is important to work at events after hours and assume tasks that arise as a course of business.
- Integrity, Confidence, Good Judgement and Initiative are valued in the WIN team.

Nature and Scope

- **Contacts:** Working with the Office of Research, individual departmental financial assistants, WIN members, and departmental administrative staff. Some external procurement vendors are also contacts for this position.
- **Level of Responsibility:** The FA is responsible for monitoring, interpreting and reporting financial activity for WIN and its members. The FA executes financial transactions and assess whether generally accepted accounting principles and university, tri-agency, CFI policies and guidelines are being followed.
- **Decision-Making Authority:** Works independently and establishes own priorities and takes direction from ED. Interprets and applies UW accounting principles, policies and guidelines. Exercises judgement in identifying, recommending and implementing improvements to financial processes.
- **Physical and Sensory Demands:** This role requires mental concentration and attention to detail. The majority of the job is spent at a desk working on a computer. The role may require light lifting to restock shelves with office supplies, deliver mail and sort files in cabinets.
- **Working Environment:** The role requires direct contact with people every day, receiving questions and requests. There is minimal exposure to disagreeable conditions. However, the position may have to redirect conflicts to upper management. Complete understanding of UW policy for conflict of interest is required. Certain elements of the role are deadline or time-sensitive, and may experience last minute requests with short delivery times.