

## Job Description

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<b>Job Title:</b>	Administrative Coordinator & Financial Assistant
<b>Department:</b>	School of Pharmacy
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	Administrative Assistant/Receptionist; Administrative Coordinator, Graduate Studies & Research; contract staff and co-op students
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	September 2017

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### **Primary Purpose**

The Administrative Coordinator & Financial Assistant (“the Coordinator”) is responsible for: providing executive-level support to the Administrative Officer; supervising several administrative and contract staff; managing temporary employment authorizations for administrative and research staff and casual payroll for faculty, staff and students; assisting the Financial Officer with day-to-day tasks associated with that office; special projects as required. The Coordinator is directly accountable to the Administrative Officer of the School of Pharmacy and serves in her stead when required.

The Coordinator works with the Administrative Officer in the continual improvement of School of Pharmacy administrative operations and processes, identifying gaps and developing and implementing process improvements. The Coordinator is responsible for processes and management of information that is used by various areas within and outside the School of Pharmacy thereby ensuring accuracy and mitigating duplication of information and effort. Specific processes under the auspices of this position include the creation and maintenance of database records of all Pharmacy personnel (e.g., regular and temporary faculty and staff, students, visitors, volunteers), internal space inventory and availability, keys and building access, and telephones.

The Coordinator supervises several administrative staff (currently the Administrative Assistant/Receptionist, the Administrative Coordinator, Graduate Studies & Research, and an Administrative Assistant hired on a one-year contract), and is accountable for recruitment and performance management of said staff. In supervising the Administrative Coordinator, Graduate Studies & Research, the Coordinator must have a full and complete understanding of the role in order to provide strategic advice to the incumbent and to the Associate Director, Graduate Studies & Research, and the Graduate Officer, and to serve in the role in the absence of the incumbent. The Coordinator oversees the completion and processing of temporary employment authorizations for research staff and students, including monitoring completion dates and following up as necessary (e.g., renewals/terminations), and manages the casual and additional pay requests for faculty, staff (regular and research), students and others. As such, the incumbent serves as the School’s resource on these issues.

Under the direction of the Financial Officer, the Coordinator assists with operating and research account reconciliation, expense verification for research funds, and the provision of routine financial instruction and advice to faculty, staff and students.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of “what” the job does not the “how”. Insert a category heading and in bullet form below, state specific responsibilities.*

**Administrative, including but not limited to:**

- Create and maintain an accurate and up-to-date source database(s) record of all Pharmacy personnel (e.g., regular and temporary faculty and staff, students, visitors, volunteers) for use by various areas within the School
- Manage office space allocation for graduate students, research staff (e.g., PDF, Visiting Scientists, Research Associates), undergraduate students (e.g., co-op, URI, Work-study), and others; under the direction of the Administrative Officer, manage office space allocation for regular faculty and administrative staff
- Create and maintain an internal space inventory and room availability e-record which interacts with the personnel database noted above
- Authorize and issue key permits to faculty, staff, students, visitors and volunteers; this involves developing and maintaining accurate and up-to-date records of those who have keys; collecting (or renewing) keys when permits expire; conducting periodic process audits; liaising with Key Control
- Authorize fob requests for building and lab access for faculty, staff, students, visitors and volunteers; this involves updating the request form as necessary, confirming completion of required safety training, ensuring appropriate authorization has been received before approving access, and liaising with the School's IT Manager for fob programming / deprogramming
- Manage the assignment of phones; this involves conducting periodic audits of billing and reimbursement reports and liaising with IST and the School's It Manager
- Other duties as assigned

**Human Resources and Payroll Administration, including but not limited to:**

- Oversee the human resource responsibilities that go along with supervision of regular, full-time and contract staff including, but not limited to:
- monitoring job performance and work flow
- coaching and mentoring (e.g., be aware of and encourage staff training and personal development opportunities)
- conducting performance reviews
- recruitment
- vacation and sick leave tracking
- Advise faculty, staff and students on completion of temporary employment authorizations and casual and/or additional pay ensuring that information is complete, accurate and processed by Human Resources/Payroll
- Address any issues surrounding temporary and casual pay
- Oversee graduate student payments
- Other duties as assigned

**Financial, including but not limited to:**

- Assist in the monthly reconciling and records management of all operating and department research accounts; verifying expense records and back-up documentation
- Coordinate faculty professional allowance expense reimbursements (FPER), checking for accuracy and adherence to University policies prior to submission to the Financial Officer
- Provide routine financial instruction and advice to faculty, staff and students
- Compile data on teaching allocations and external teaching resources for the Financial Officer
- Follow up on outstanding AP payment or invoices
- Provide the initial review of personal reimbursements (CONCUR) for completeness and adherence with UW policy prior to Financial Officer approval
- Oversee the preparation and processing of paper copy reimbursements (e.g., graduates students, visitors)

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- Oversee and manage Parking reports prepared by the Administrative Assistant/Receptionist and assist in Parking token reconciliation
- Coordinate monthly telephone bills and other chargeback activity that relates to research
- Oversee and process monthly cash deposits
- Assist the Financial Officer in the clarification of policies and procedures relating to grants and contracts
- Other duties as assigned

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

#### **Education**

- University degree or equivalent education and experience required

#### **Experience**

- 5-7 years' experience in an administrative position, with some of that experience in the post-secondary sector; supervisory experience required; experience working within a pharmacy or medical environment is preferred

#### **Knowledge/Skills/Abilities**

- The incumbent must work in a timely and professional manner, ensuring that confidentiality and discretion is maintained at all times. The incumbent must have the capability to handle multiple tasks independently and with minimum supervision, and be well organized with sound judgment and attention to detail in order to establish priorities and meet deadlines effectively. Demonstrated ability to handle confidential and sensitive information with discretion is required. The incumbent must have excellent computer proficiency using MS Office and associated applications. The incumbent must possess a good working knowledge of financial processes and excellent computing, organization, analytical and problem-solving skills. The incumbent must also have excellent knowledge of University policies and Faculty and school practices and procedures, and be able to liaise in a professional manner with other University departments.
- The position calls for someone with excellent computer proficiency and interest, particularly with the MS Office suite of products, Sharepoint, CONCUR, Unit 4, Quest, Grad/CTES Payroll. The incumbent must possess a good working knowledge of financial processes and have excellent organization, analytical and problem-solving skills.
- Able to accept direction and communicate effectively, conveying information both verbally and in writing; demonstrated excellent analytical skills to comprehensively analyze and interpret policies, procedures and situations in a multifaceted way; demonstrated strong problem-solving skills to develop innovative solutions to complex problems; demonstrated excellent organizational skills with ability to prioritize work, complete a high volume of work accurately and with close attention to detail; demonstrated ability to take initiative and work independently or as a team in a fast paced, highly challenging environment; ability to exercise good judgment, tact and discretion in handling confidential materials and matters; managerial experience with a proven ability to guide, mentor and professionally develop staff; demonstrated ability to foster constructive team relationships

### **Nature and Scope**

- **Contacts:** within the School of Pharmacy, significant internal contact with the Administrative Officer, the Director, the Finance Officer, IT Manager and faculty, staff, students and visitors. Within the Dean of Science Office, contact with the Finance Analyst, Financial Officer, and on occasion, the Executive Officer. Within UW broadly speaking, Plant Operations, IST (including Telephone Services), Parking Services, Key Control, Payroll, Human Resources, Office of Research

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- **Level of Responsibility:** the incumbent must possess initiative and flexibility to adapt to competing tasks with minimal supervision; works with a high degree of autonomy; specialized work with minimal supervision; includes supervisory responsibility
- **Decision-Making Authority:** the incumbent must possess initiative and flexibility to adapt to competing tasks with minimal supervision; works with a high degree of autonomy; specialized work with minimal supervision; includes supervisory responsibility
- **Physical and Sensory Demands:** the incumbent must possess initiative and flexibility to adapt to competing tasks with minimal supervision; works with a high degree of autonomy; specialized work with minimal supervision; includes supervisory responsibility
- **Working Environment:** office based; regular working hours, some evening/weekend work required