

Job Description

Job Title:	Financial Administrator
Department:	Centre for Extended Learning
Reports To:	Director, Centre for Extended Learning
Jobs Reporting:	N/A
Salary Grade:	USG 7
Effective Date:	December 1, 2016

Primary Purpose

Under the general guidance and direction of the Director, Centre for Extended Learning, the Financial Administrator is responsible for supporting the financial and administrative functions of the Centre for Extended Learning. This position is the primary point of contact for all financial and administrative related matters and supports the effective and efficient operation of the Centre for Extended Learning.

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.

Financial Administration

- Oversees and continually monitors all Departmental financial matters and makes recommendations to the Director regarding budget allocations, resolution of financial issues that arise, and appropriate procedural changes as required.
- Produces and monitors financial reports, assisting with overall and project budget reconciliation. Provides insight and analysis of budget status of projects within the department and alerts appropriate project manager or the Director of potential budget challenges
- Assists with Departmental budget planning as required
- Assists with preparation of funding requests and award submissions and preparing project reports for partners and funding agencies
- Maintains records of Signing Authority, Purchasing Cardholders and Petty Cash
- Reviews and reconciles non-salary General Ledger accounts and deals with discrepancies or errors, ensuring accuracy of all financial transactions
- Issues invoices and internal transfer request
- Processes casual payroll and overtime submissions
- Assists with processing travel claims and reimbursement requests
- Communicates financial information, such as changes to policies, guidelines and procedures, to management and staff and ensures that all staff adhere to required policies and procedures
- Reconciles Purchasing cards on a monthly basis and serves as internal support for new P-card holders; advises staff on usage, training, record-keeping practices etc.
- Manages confidential files pertaining to CEL budget and HR related matters
- Maintains and organizes financial records, files, reports and tools including electronic and physical document management. Updates the CEL SharePoint site as necessary
- Coordinates and oversees the procurement of services and equipment

Office Administration

- Keeps abreast of institutional process and systems changes that will impact CEL administrative processes and practices; this includes but is not limited to Finance, Procurement, Human Resources, Health and Safety
- Tracks and reports on the status of academic online program requirements and alerts Director and Associate Director of changes requiring action; reviews details regarding online learning provided to on-campus and external partners when needed

Job Description

- Conducts research such as environmental scans of other institutions and organizations offering online learning and offers insights regarding competitive offerings
- Provides administrative support to the Director, as required
- Co-manages the office request tracker (RT) system, ensures successful resolution of outstanding issues and finds solutions to various office issues and requirements.
- Helps organize events, workshops, meetings, teleconferences and webinars, and assists with agenda distribution, RSVPs, parking requirements and catering
- Coordinates the development and delivery of on-boarding and training for new staff with respect to general office procedures and setup
- Coordinates documentation required for human resource processes/issues (e.g., new staff, departures, leaves, etc)
- Assists with tracking staff vacations, absences and training.
- Handles routine and more complex and confidential document and report development
- Acts as the department Health and Safety Coordinator, including but not limited to the following activities: ensuring compliance with safety regulations and record-keeping requirements; receiving, responding to and/or redirecting complaints/concerns about personal safety in the working environment, from the UW Safety Office, and/or staff members; ensuring the emergency plan is kept current; and interpreting University policies, procedures, health and safety standards to make recommendations and provide guidance to Management Group and Staff.
- Submits building maintenance, change, and repair requests and works with Plant Operations, Central Stores and Purchasing to manage schedules and quotations
- Performs general office administration duties including; sorting incoming mail, arranging couriers, maintenance and supplies for office photocopier and printers, telephone changes, long distance phone call reconciliation reports; and maintaining the office supplies cabinet
- Undertakes other duties as assigned

Required Qualifications

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

Education

- Post-secondary education required in Accounting, Business Administration or a related discipline

Experience

- Three years of progressively responsible financial and administrative support experience performing duties related to the above mentioned key accountabilities, preferably in a university work environment, with a proven track record of achievement and success

Knowledge/Skills/Abilities

- Working knowledge of budgets, accounting, financial management and financial systems project management
- Excellent verbal and written communication skills
- Demonstrated ability to exercise independent judgement in problem solving and prioritization
- Excellent time management skills including the ability to independently manage and monitor progress of projects
- Intermediate computer literacy with Microsoft Office (Outlook, Word, Excel), and financial, human resources and payroll systems
- Basic computer literacy utilizing Microsoft SharePoint and vendor purchasing systems
- Basic computer literacy utilizing the following systems is preferred: Concur, Unit4, FORE, Agile, PeopleSoft

Nature and Scope

- **Contacts:** The Financial Administrator makes contact with other departments to discuss information and problems and to obtain action, reach agreement and negotiate externally, makes contact with contractors and suppliers to discuss information, evaluate options, make purchases and solve problems.
- **Level of Responsibility:** This position has defined specialized or routine tasks and receives specific guidance

Job Description



- **Decision-Making Authority:** This position makes decisions regarding day-to-day financial and administrative matters in accordance with applicable Departmental policies and procedures, and provides recommendations to the Director.
- **Physical and Sensory Demands:** This position is exposed to minimal demands typical of an administrative position within an open-concept office environment. Minimal exposure to disagreeable conditions typical of a support role. Deprivation caused by lack of privacy and constant interruptions. High attention to detail required.
- **Working Environment:** This position works regular business hours, Monday to Friday, 35 hours/week with evening hours occasionally required. Minimal travel is required.