

Job Description

Job Title:	Administrative Coordinator/Financial Assistant
Department:	Institute for Quantum Computing
Reports To:	Assistant Director, Administration
Jobs Reporting:	None
Salary Grade:	USG5
Effective Date:	July 1, 2017

Primary Purpose

The Administrative Coordinator/Financial Assistant provides administrative support to assigned faculty and research groups. Areas of responsibility include financial monitoring, development of grant proposals and reports, scheduling travel and meetings, website, wikki and CV management, and as well personnel management.

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.

<p>Financial Management</p> <ul style="list-style-type: none"> Responsible for budgetary forecasting and financial management of research accounts. Monitors financial resources for faculty, provides direction to faculty regarding appropriate spending and reporting deadlines. This includes administration and monitoring of accounts following established policies and procedures appropriate to the various granting agencies. Accounts managed are in excess of \$500,000 and include agencies such as NSERC, Mitacs, DARPA, ARO, etc. The incumbent is expected to be proactive in recognizing fluctuating exchange rates and keeping researchers apprised of how this will impact budget and spending.
<p>Development of Grant Proposals and Reports</p> <ul style="list-style-type: none"> Responsible for development of grant proposals; acquires and compiles application information, liaises with Office of Research and granting agency personnel. Develops and maintains electronic versions of research grant application forms. Initiates preparation of year end and other progress reports for granting agencies as applicable. In particular the \$50 Million award from Industry Canada requires extremely detailed annual reporting, and processes to track this information must be in place.
<p>Scheduling, Travel & Meetings</p> <ul style="list-style-type: none"> The incumbent is expected to handle the researchers calendars, and to book meetings, and appointments as appropriate. In particular she/he is expected to be proactive in identifying the most cost effective travel and accommodation for the research groups. He/she prepares travel and reimbursement claims accordingly and ensures these are in compliance with granting agency regulations.
<p>Website, Wikki and Curriculum Vitae Management</p> <p>The incumbent is expected to be proactive in ensuring that both the research groups websites and wikki are kept up to date. These sites include current members of the research groups with their biographies, publications, and as well recruiting information for perspective students and postdoctoral fellows. These sites are also an archive of research progress since the various groups inception. He/she is also responsible for maintaining the researchers common on line CVs as well as master CVs. He/she is expected to be proactive in identifying publications, talks, and other achievements and adding these to the CVs.</p>
<p>Personnel Management</p> <p>Prepares payroll forms for co-op students, research assistants, and visitors. Arranges space, computer equipment, keys/fobs, telephone, and computer accounts for these individuals. Initiates paperwork as appropriate to switch salary accounts based on budget changes.</p>

Required Qualifications

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

Education <ul style="list-style-type: none">• Business degree preferred or equivalent education/experience
Experience <ul style="list-style-type: none">• Extensive administrative experience, preferably in an academic environment. Demonstrated knowledge of UW's policies and procedures with respect to travel, moving and procurement. Knowledge of research grant administration, extensive knowledge of the policies for various granting agencies. Demonstrated project management skills required with proven ability to work independently and as a team member in a busy environment with competing deadlines and changing priorities. Must be able to provide proof of ability to be proactive and take initiative.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Experience using UW's financial management system (Concur) preferred. Proven aptitude for attention to detail. Proficient with various software packages, Microsoft Office (Word, Excel, Outlook, Access). Experience with other mark-up languages such as LATEX, Basic HTML, as well as CSS and WordPress and knowledge of relational database management systems such as SQL.

Nature and Scope

- **Contacts:** Contract groups include, but are not limited to faculty and staff members in six different departments across four faculties, personnel in granting agencies and as well personnel in the Office of Research, Human Resources, and Finance.
- **Level of Responsibility:** The Administrative Coordinator/Financial Assistant must possess good judgment, initiative, and flexibility to adapt to competing tasks with minimal supervision, working with a high degree of autonomy on matters relating to scheduling, conference organization and travel decisions.
- **Decision-Making Authority:** The incumbent is expected to make scheduling decisions, advise on funding and spending, and as well develop the weekly "to do" list with short and long term priorities.
- **Physical and Sensory Demands:** This role requires exertion of physical or sensory effort resulting in moderate fatigue, as a substantial amount of time is spent at a computer with repetitive keyboard movements.
- **Working Environment:** This role involves minimal psychological risk resulting from unavoidable exposure to disagreeable or uncomfortable environmental conditions. The role involves dealing with a variety of tasks; frequent interruptions and adjustment of priorities and meeting multiple, conflicting, and/or tight deadlines.