

## Job Description

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<b>Job Title:</b>	Manager, Finance and Administration (QNFCF Core Facility)
<b>Department:</b>	Office of Research
<b>Reports To:</b>	Director, Quantum-Nano Fabrication and Characterization Facility (QNFCF)
<b>Jobs Reporting:</b>	Finance and Administrative Coordinator Co-op student(s) hired to assist with special projects External consultants (for website & database setup/maintenance/upgrades)
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	June 2019

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### **Primary Purpose**

Reporting to the Director, QNFCF, the Manager, Finance and Administration is accountable for the management of the QNFCF Core Facility's financial and administrative operations including oversight of web platforms and databases. The incumbent has key accounting and analytical support responsibilities and provides financial information and advice to the Director to support effective management and strategic planning. This includes administration as well as oversight of all financial activities, budgeting, long and short term financial planning, provision of financial reports to senior management and other finance-related functions and special projects. The incumbent is 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.

### **Key Accountabilities**

#### **Budgeting, Financial Planning and Reporting**

- Develop the facility's annual operating budget in consultation with the Director, peers on the QNFCF team, IQC Finance, the Office of Research and other departments as required;
- Provide confidential advice and strategies relating to financial and budget sensitive activities;
- Develop business plans as required to assess financial viability and sustainability of operations;
- Provide financial analysis in support of current and long term projects;
- Prepare projections of the QNFCF's financial position, identify any concerns, propose potential solutions and initiate corrective actions where required;
- Identify financial consequences of long term plans, proposals or changes to facility use trends to facilitate effective strategic decision making;
- Analyze impact of government and university funding decisions as well as facility use trends on budget;
- Prepare financial documentation to aid decision making (e.g. budget allocations for various core or satellite lab initiatives or special projects);
- Review and advise on agreements with internal and external agencies/institutes regarding management and control of funds;
- Co-ordinate the setup of financial structures to ensure activity is properly managed; QNFCF operates as a cost recovery lab with a substantial portion of its \$2M+ in annual operating costs covered by user access fees;
- Monitor the financial status of operating and research funds critical to the facility's ongoing viability;
- Prepare quarterly and annual financial reports for senior management as well as facility use statistics and projections.

### **Financial Management, Procurement, Receivables and Internal Control:**

- Administer and monitor the operating budget, revenues and expenses;
- Monitor research and operating accounts directly affecting QNFCF operations and report potential liability of accounts in deficit;
- Responsible for compliance reviews as required;
- Provide financial oversight for accounts, including financial risk assessment to ensure spending is aligned with the budgets;
- Review hiring documentation relating to the payment of staff, part-time/casual staff, co-op students;
- Review and authorize QNFCF new user account applications for invoicing purposes;
- Reconcile payroll of ongoing and temporary staff on QNFCF team;
- Review, track and categorize all facility operating and capital costs and generate/maintain QNFCF Operating Cost Model. The model assigns the facility's >\$2M in annual operating costs into per-equipment categories and the resulting data is used to adjust per-equipment user fees on an annual basis. Incumbent sets equipment recharge rates at sufficiently high levels to recoup forecasted operating costs 1-3 years out. Incumbent is responsible for categorizing and analyzing this data and accounts for all available subsidies as required to revise equipment user rates annually, and to communicate these to customer base.
- All orders requested by members of the QNFCF team are submitted via a custom ordering platform (dubbed *TRAX*); incumbent is responsible for ensuring the smooth running of and ongoing stability and data capturing capabilities of this platform, or future platforms deemed more appropriate by incumbent as required;
- Review expenses to ensure compliance with university policies and procedures;
- Oversee personal reimbursement requests to ensure accuracy, compliance and eligibility;
- Accounts receivables: reviews fab invoices generated and distributed by the Finance and Admin Coordinator and ensures these are issued on a monthly basis.
- Responsible for managerial oversight for the invoicing and debt collection process for the facility's 100+ internal and external customers. Revenues are in excess of \$1.3M per annum.
- Signing authority delegate on all operating accounts within the QNFCF;
- Supports effective financial planning, management and internal control and best practices for cost recovery;
- Collaborate closely with the Office of Research to ensure reporting requirements are met;
- Develop, improve and implement strong internal financial controls to support the financial activities of the facility
- Liaise with Finance and Research Finance to ensure full application and consistency of financial systems, policies and procedures ;

### **Consultation**

- Provide financial leadership and direction to QNFCF team to ensure compliance and best practices;
- Serve as resource for the interpretation and application of financial policies, guidelines and practices;
- Provide direction and establish financial structures compliant with finance requirements and University policies, guidelines and procedures;
- Provide accounting advice and leadership for management and internal controls of QNFCF operating funds.

### **Staff Leadership and Training**

- Supervise direct and indirect staff reporting to incumbent and oversee day-to-day activities of financial and admin team;

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- Foster a collaborative environment and ensure reports work proactively to provide a high level of customer service to faculty, staff, students and all customers of the QNFCF facility;
- In consultation with the Director, ensure appropriate staffing levels, including backup and cross-training support to balance workloads for the smooth and efficient daily operations of the team;
- Serve as resource to the entire QNFCF team for university financial systems, present and future (Unit4, Concur, etc.).
- Provide training, one-on-one guidance and coaching to reports and members of the QNFCF team on financial, reporting and budgetary requirements and issues;
- Primary financial and administrative contact with Office of Research Finance for entire QNFCF team;
- Documents processes to ensure compliance and clarity; including regularly reviewing and updating tasks within the financial/admin team to ensure alignment with the Office of Research and University initiatives.

### **Website Administration and Records/Database Management**

- Responsible for leading the implementation of, and ongoing management of, an outward-facing website for the QNFCF facility based on the University's WCMS platform and ensuring compliance with Accessibility for Ontarians with Disabilities Act (AODA); incumbent is responsible for hiring and managing consultants and/or co-op students to assist with the implementation and ongoing management of the website as needed;
- Responsible for overseeing the ongoing maintenance of the QNFCF's intranet site currently running on a PLONE open source content management system. The intranet is a secure site accessible to all registered users of the facility and is used to store nearly 1 Terra Byte of revision-tracked equipment maintenance/repair procedures and Standard Operating Procedures (SOPs), Technical Reports, Manuals, etc.; Incumbent is responsible for identifying, hiring and working with/managing suitable consultants for this activity;
- Establish and manage a robust database for tracking PIs, lab members, suppliers, per-equipment operating costs, etc.; towards this aim, work as appropriate with the IQC IT team, Finance and Administrative Coordinator and external vendors and consultants to assess, acquire and oversee the roll-out and proper use of the eventual database which must be easy to use, secure, reliable and easily queried for report generation.

### **Required Qualifications**

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

#### **Education**

- Bachelor's Degree in Finance, Accounting, Business or equivalent experience.
- Canadian accounting designation (CPA, CA, CMA) is required.

#### **Experience**

- Minimum five (5) years' progressive experience in financial management. An understanding of the academic environment, in particular within a research environment, is preferred.
- Extensive experience in financial reporting, internal control, financial analysis, budgeting, forecasting and accounting is required.
- Advanced experience with MS Excel including pivot tables, look-ups, scenario analysis, and specialized platforms such as QuickBooks, Unit4, Sharepoint, etc.
- Experience with online financial reporting systems, databases e.g. FileMaker, and SharePoint.
- Working knowledge of online human resource management and payroll systems desirable.
- Prior experience with staff management a definite asset.

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

- Strong financial acumen, including financial planning and analysis, budgeting, and forecasting experience is required.
- Effective interpersonal skills and ability to build collaborative working relationships.
- Strong communication skills (oral and written) are essential to provide financial advice and leadership on accounting and process issues.
- Excellent problem solving skills.
- Extensive administrative and financial experience with a demonstrated ability to manage multiple tasks and demands, meet deadlines, and excel in a fast-paced environment with changing priorities.
- Strong planning and project management skills, exceptional time-management & attention to detail.
- Excellent analytical and problem solving skills with the ability to integrate and analyze information quickly.
- Proven ability to manage multiple demands, conflicting priorities and deadlines with a high level of initiative, accuracy and detail.
- Tact, judgement and diplomacy are essential while working with confidential information.
- Demonstrated ability to work independently and in a team environment.
- Experience interpreting uWaterloo policies, procedures and guidelines preferred.

### **Nature and Scope**

- **Contacts:** Internally, communicates with employees in all groups and areas at all levels. Makes contact to obtain action, reach agreement, influence and negotiate, occasionally to promote or settle highly sensitive matters. Must be able to tailor communication relating to financial information to the needs and understanding of the audience. QNFCF clients, who range from internal academics to external industrial and government lab representatives, are highly professional and very research and service-oriented.
  - Faculty members, staff, Lab Directors, post-doctoral fellows, research and temporary employees
  - Students and visitors
  - Faculty Financial Officers and Faculty Financial Analysts (Faculties of Science, Engineering etc.)
  - Human Resources
  - Procurement and Contract Services
  - Office of Research
  - Externally, makes contact with government labs, funding agencies, suppliers and industrial users of the QNFCF to obtain action, reach agreement and negotiate: supply/service agreements, external funding sources, etc.
  - Faculty and administrative staff in other departments/schools
  - Co-operative Education
  - Institutional Analysis and Planning
  - Information Technology Services
- **Level of Responsibility:** The job has specialized work with minimal supervision. This is a senior staff position accountable for overall financial controls, monitoring and reporting. Leadership role in guidance and monitoring oversight for multiple direct and indirect reports and accounts affecting the operation of the QNFCF facility and its long-term viability. The incumbent is responsible for functional direction and coaching/training of financial and admin staff and peers on the QNFCF team on all financial matters. Independent judgment in areas of time management, task prioritization, organization and decision-making. Responsible for developing and implementing, with the Director, strategic plans, practices and approaches to support the core facility's mission. Incumbent has signing authority for routine expenses of up to \$10,000 and is responsible for managing in excess of \$700k per year in

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operating costs over and above the \$400k annual cost of specialized equipment service contracts and \$1M+ in salaries.

- **Decision-Making Authority:** The incumbent has signing authority on QNFCF operating accounts. Makes decisions based on multiple factors: relevant policies, government regulations, strategic objectives. Often these objectives are competing so judgment is required. Must be comfortable working within a framework of multiple principles and guidelines and applying professional judgement in situations where clear direction is not available and interpretation is required. Makes decisions about appropriate actions to address financial issues/concerns. Provides financial input as required for day-to-day management and decision making on strategic planning, budget spending and resources. Makes decisions about the appropriate financial framework and business model for ensuring cost recovery and for ongoing asset renewal (both short and long-term; ie., several years into the future).
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with financial responsibilities and deadline constraints. The QNFCF is a busy team oriented environment and the group responds to requests to assist customers (internal & external), faculty, staff and students in their research and related activities. Close communication and sharing of workloads is essential. Occasional exposure to people who are angry or upset.