

## Job Description

---

<b>Job Title:</b>	Finance and Administrative Coordinator
<b>Department:</b>	Institute for Quantum Computing
<b>Reports To:</b>	Director, Quantum NanoFab
<b>Jobs Reporting:</b>	Administrative Assistant
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	July 2017

---

### **Primary Purpose**

Reporting to the Director, the Finance and Administration Coordinator is responsible for all aspects of administrative and financial oversight for the entire Quantum NanoFab core facility operation that operates 24/7. The Finance and Administration Coordinator is the first point of contact for anyone wishing to access the facility. The incumbent is responsible for maintaining overall management of lab finances and membership & training databases to ensure smooth, successful and professional operation of a large and broadly used core research infrastructure. At any given time the facility's customer base includes over 200 independent and demanding users composed of Post Docs, graduate students & private researchers working under 50+ Principal Investigators spanning academia, government and private industry including multiple startups. The facility's annual operating budget is over \$1M with \$500k to \$600k in user fees charged annually. It is one of the best-equipped and professionally operated labs in North America that includes a state-of-the-art cleanroom at its core as well as several satellite labs located in both the QNC and RAC buildings. This position plays a key role in the facility's mission of operating a world-class nanofabrication facility to professional standards, to the combined benefit of the University of Waterloo's stakeholders, researchers and collaborators.

### **Key Accountabilities**

#### **Administration**

- Responsible for the co-ordination of new co-op student recruitment with two co-op positions filled at any given time on the Quantum NanoFab team.
- Owns procedure for organizing and leading annual nanofabrication workshop events tied to specialty conferences such as: IQC USEQIP annual program which brings students from across the world to UW; & annual WIN Bristol University exchange which brings students from the UK to UW for one week. Coordinates with conference organizers both locally and externally (primary contact for Bristol for nanofab workshop) to ensure detailed quotes are provided for multi-day, hands-on nanofabrication workshops. Also owns procedure for communicating and ensuring that all lab access training prerequisites are completed by all prospective attendees. Responsible for scheduling training personnel, equipment & lab time and generating and issuing invoices at the end of each workshop.
- Responsible for preparing financial metrics for quarterly & annual reports.
- Verifies Badger equipment enables & disables on a monthly basis to ensure accurate monthly invoices. Badger is a powerful commercial lab management software platform that was initially implemented in 2014 to manage the complex accounting and operational needs of the Quantum NanoFab. All lab tools in the facility are physically interlocked with Badger to ensure only authorized users gain access to any given piece of equipment. Badger has since been adopted by multiple additional labs located in the RAC1 and RAC2 buildings (Cory CFREF-TQT group).

## Job Description



- Holds single department purchasing card (\$25k limit) and is responsible for procuring all lab supplies, including but not limited to the purchase of the large number and quantities of chemicals routinely used in the facility, equipment repair & spare parts, as well as many general lab supplies. All acquisitions are centralized and categorized via a custom order entry & tracking system (TRAX) which was developed and rolled out specifically for the Quantum NanoFab. Incumbent places orders with over 80 independent vendors currently registered as approved suppliers for fab operations.
- Responsible for coordinating all outgoing equipment repair shipments for the entire team using the university's Agile system.
- Verifies Badger equipment enables & disables on a bi-monthly basis to ensure membership community remains compliant with facility's policy on permissible hours of use.
- Manages Quantum NanoFab shuttle car operations and qualified/authorized driver database. Shuttle is used by lab members travelling between QNC and the RAC building complex on the north campus.

### **Finance Oversight**

- Tracks and categorizes all facility-related operating costs and generates & maintains the Quantum NanoFab Operating Cost Model. This model assigns the facility's >\$1M in annual operating costs into per-equipment categories. The resulting data is used to adjust per-equipment user fees. The objective is to set equipment recharge rates at sufficiently high levels to recoup forecasted operating costs for the upcoming year. Incumbent is responsible for categorizing and analyzing this data while taking into consideration all available subsidies to ultimately revise equipment user rates on an annual basis.
- Accounts receivable: generates, verifies and distributes monthly fab invoices (using QuickBooks software) to all 50+ internal & external customers (Principal Investigators). Generates, up loads external customer invoices to the Finance SharePoint system to be processed and distributed by the Corporate Accounting Associate. Generates, up loads returned invoice batches to the Finance SharePoint system to be processed by the Corporate Accounting Associate. Tracks and follows up on unpaid invoices. Revenues from fab operations are upwards of \$500k per annum.
- Accounts payable: approves Chem Stores related Fab expenses. As the Quantum NanoFab team's single purchasing card holder, incumbent ensures all invoices, tracking of purchases and monthly statements are reconciled following established university guidelines, procedures and processing requirements.
- Responsible for preparing quarterly and annual financial and facility use reports for senior leadership team.

### **Records/Database Management**

- Owns, manages and maintains current Quantum NanoFab qualified lab member database (ie., people authorized for fab access).
- Maintains accurate training records for all Quantum NanoFab lab members.
- Owns, manages and updates monthly financial database; generates reports upon request.
- Owns, manages and updates TRAX ordering system; generates reports upon request.
- Contributes to the development and ongoing maintenance of custom built financial database (SnapTRAX). Incumbent works closely with the Computing Business Analyst to ensure the database runs smoothly and accurately.
- Contributes to the development and ongoing maintenance of custom built Quantum NanoFab member database currently under development to replace present spreadsheet based tracking system which is prone to errors. Incumbent works closely with the Computing Business Analyst to design and implement the new lab member database.

### **New Lab Member Access**

- Co-ordinates training and lab access protocol for all prospective internal and external members.

## Job Description

- Schedules and co-ordinates all in-class and in-cleanroom training sessions with the Director. Six sessions of up to 18 trainees each are scheduled per year, one year in advance, to accommodate lab users coming from across Canada.
- Processes new lab membership applications and account authorization forms. Incumbent owns the procedure for creating new user FAB website and Badger accounts, for subscribing new members to the Fab mailing list, for requesting and managing the issuance of new member access key FOB's via IQC's IT Team, etc. Maintains each of these components by keeping the respective lists of active members current, and removing past members per the facility's extended absence policy.
- Sets up, follows up on and activates Badger accounts for new lab members and their supervisors (Principal Investigators).

### **Required Qualifications**

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

#### **Education**

- University degree or equivalent education and experience.
- Working towards CPA designation is an asset.

#### **Experience**

- Minimum 3 years of work experience in office administration, academic environment preferred.
- Previous experience in a financial role.

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

- Advanced technical skills include: Word, Excel, Outlook, QuickBooks, Badger Lab Management System.
- Excellent communications skills are a must with the ability to communicate clearly both verbally and in writing.
- 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.
- Must have strong planning and organizational skills, exceptional time-management skills and demonstrated attention to detail.
- Must be able to work in a team-based environment while still being able to complete individual tasks independently.
- Strong customer focus, sensitivity to diversity and ability to apply discretion and diplomacy when dealing with all levels of the university community.
- High degree of responsiveness and ability to maintain absolute confidentiality. Must portray a professional image by interacting knowledgeably and courteously with all. Ability to remain calm in stressful situations.

### **Nature and Scope**

- **Contacts:** The position is required to liaise via phone and email with a wide range of departments across campus including but not limited to UW Procurement, UW Finance, TQT, and administrative assistants in multiple faculties and departments across campus whose PI's use the Quantum NanoFab. The incumbent is expected to establish and maintain contact with external cleanroom users as needed. The incumbent works closely with IQC'S Financial Officer to complete invoice processing on a monthly basis. This position also carries the expectation of cultivating and maintaining working relationships with over 80 specialized and repeat vendors.
- **Level of Responsibility:** The position is responsible for the generation and issuance of accurate invoices for the facility's large and diverse customer base both internal and external to the university.

## Job Description



The position is also responsible for timely and accurate payment of invoices while taking into account payment terms and any outstanding credits, and resolving differences when reconciling accounts and statements. Some supervision of co-op students whom may be assigned to help the incumbent with tasks during high workload situations. Supervision of Administrative Assistant whom will assist incumbent with data entry, specialty projects, processing of new member applications, etc. The job has defined specialized work as well as specialty projects (such as workshop or conference requests) which must be entirely managed by incumbent with little to no supervision. Provides guidance to others on matters relating to Badger, TRAX, & other specialty software platforms under incumbent's direct responsibility.

- **Decision-Making Authority:** The incumbent is expected to work independently in carrying out all tasks under her/his scope. In complex or unusual situations the incumbent is expected to seek assistance both within and outside the Quantum NanoFab team as required.
- **Physical and Sensory Demands:** Extensive sitting and concentrated and attentive use of one or more senses in tabulating raw data inputs and outputs which could result in fatigue or strain.
- **Working Environment:** This position is office based and involves some risk resulting from unavoidable exposure to disagreeable or uncomfortable environmental conditions. These may include lack of control over work pace due to irregular and/or high volumes of work, multiple or tight deadlines and constant interruptions from phone calls, emails and unplanned requests for support.