OPSEU JOB DESCRIPTION 

**Job Title:** Financial Services Assistant

**Job Number:** SO-193 | VIP: 1254

**Band:** OPSEU-5

**NOC:** 1524

**Department:** Finance Department

**Supervisor Title:** Manager, Purchasing Services

**Last Reviewed:** June 1, 2021

#### Job Purpose:

Reporting to the Manager of Purchasing Services, this job will provide administrative support and general receptionist functions to the Financial Services Department. This position will mainly act as a support to Purchasing, Shipping and Receiving Center and Accounts Payable Services to assist with day-to-day administrative activities. Such activities include:

* Processing mail, email inquiries, file maintenance and general clerical support;
* Preparing, executing and managing low level non-capital goods and/or service procurements in accordance with Ontario’s Broader Public Sector Procurement directives, relevant purchasing legislation, Trent Procurement Policy, and taxation and excise regulations;
* Liaison between Campus Shipping and Receiving Center to support receiving inquiries and resolution;
* Liaison between Purchasing and Accounts Payment to assist with PO and vendor relations including following up on invoice discrepancies and vendor inquiries to ensure that accounts payable deadlines are met.

#### Key Activities:

**Reception**

* General reception duties for the Financial Services Department including mail, administrative functions and directing clients.
* Administrative duties and support relating to procurement and payable functions including accurate data entry and file maintenance to ensure an efficiently run department.

**Procurement**

* Authorized to purchase goods and services valued up to $5,000 (freight and taxes extra). In some instances, orders may require payments via corporate credit card for point-of-sale transactions and will be required to complete appropriate monthly allocations per card activity statement.
* Ensures requisitions are processed in a timely fashion and creates purchase orders with pertinent order information (i.e. detailed descriptions of goods and services, customs information, special delivery instructions). Inactive requisitions may require follow up with initiator to determine delay reasoning and corrective action.
* Works with vendors to place and confirm orders and provides clients updates on status of orders.
* Resolves issues pertaining to purchased material defects and delivery timelines.
* Ensures appropriate supporting documentation associated with orders are accurate, digitally filed and maintained.
* Completes and issues annual blanket orders and purchase orders based on client purchase requisitions and authorizations for orders of repetitive releases.
* Reviews open order reports at regular intervals and takes the appropriate action to expedite the timely receipt of goods and ensure system PO updates and year end functionality and requirements.
* System inquiries and system updates pertaining to disposal of assets in conjunction with Finance asset management lead and Purchasing Manager.

**Receiving**

* Seeks receipt confirmation on intangible goods and services procured on a purchase order and advises Campus Shipping and Receiving Center to update system regarding the receiving requirements.
* Facilitates with Campus Shipping and Receiving Center regarding modifications, discrepancy and/or issues with purchase orders.

**Vendor Relations and Payables**

* Acts as a liaison between Purchasing and Payables to support vendor payment inquires and resolve any discrepancies with orders or invoices.
* Provides system updates pertaining to new vendor additions and on-going vendor file maintenance.
* Matching invoice data to the purchase order data and receipt documents to process payment authorizations (simple 2- & 3- way matching) that will include entering vouchers and creating batches for AP Supervisor review.
* Works with vendors to determine appropriate payment options (i.e. P-Card, EFT, virtual card payments, cheque, etc.).
* Reconciles vendor statements and provides Accounts Payable Advisor unreconciled items to follow up on with their assigned vendor.
* Assist Accounts Payable Advisor with monthly Corporate Card reconciliation process
  + Review submissions and follow up for missing documentation
  + Create consolidated submission files

**General**

* Utilize internal databases including Ellucian Colleague Purchasing modules and web-based on-line ordering system, Accounts Payable and General Ledger modules including vendor maintenance files, Fixed Assets application, Colleague/IRIS reporting and Access-On Line system.
* Educates and supports faculty and staff in procurement and payable systems, processes and practices.
* Promotes and supports adjustments to new circumstances and improvement initiatives.
* Participates and attends relevant seminars and courses to maintain currency on procurement to payables best practices, processes, procedures, systems, taxation and other requirements within the University sector.
* Provides a high level of customer service to both internal and external clients and the Finance Services Department.
* Performs other duties as assigned.

#### Education Required:

* Business degree or diploma (2 year College) preferably in supply chain management or relevant business-related discipline.

#### Experience/Qualifications Required:

* 3 years working experience as an administrative support.
* Proficient in Microsoft Office (Word, Excel, Outlook).
* Experience using an automated purchasing/payment system.
* User functionality of credit card on-line tool, e-procurement and payment software applications
* Working understanding of Ontario’s Procurement Directive, trade agreements and Harmonized Sales Tax.
* Ability to work independently as well as function as a team player.
* Working knowledge of account responsibility, department structure and Purchasing/Finance policies and procedures.
* Demonstrated commitment to customer services and building relationships.
* Exceptional time management, organizational skills and attention to detail.

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

**Analytical Reasoning**

Ability to problem-solve, data mine, organize and communicate relating to inquiries when interacting with co-workers, clients, visitors and vendors.

**Decision Making**

Ability to determine the appropriate procurement and payables processes based on needs of the end user, legislative and University policies and procedures.

**Impact**

Inappropriate handling of procurement and payable processes can lead to disgruntled clients and vendors, damaged reputation of the University, delays in receiving required goods or services, delayed payments, and escalation of issues to the Manger, Purchasing Services for resolution.

**Responsibility for the Work of Others**

Not responsible for the work of others.

**Communication**

Strong written and verbal communications and interpersonal skills required. Liaise with both internal and external university clients.

**Motor/Sensory Skills**

* Fine motor skills/dexterity – Keyboard data entry requiring speed and accuracy
* Hearing, reasoning skills - Reasoning and listening skills required to reply to inquiries over the telephone, email and in person
* Visual/Sensory - Interpreting requisitions, documentation and email communications

**Effort**

Mental effort includes sustained concentration when preparing and reviewing files, ordering requirements and data entry while dealing with constant interruptions of email, telephone, staff inquiries and outside office noise. Physical effort includes sitting for long periods of time working on computer in an office environment.

**Working Conditions**

* Dealing with confrontational people regarding late payments or delayed orders
* Frequent interruptions
* Deadlines, time pressures, prioritizing and fluctuation of workload