**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Financial Officer

**Job Number:** A-282

**NOC:** 1431

**Band:** 7

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Dean, Trent/Fleming School of Nursing

**Last Reviewed:** September 30, 2014

**Job Purpose**

Reporting to the Dean, the incumbent is responsible for coordinating the financial structures associated with the Trent/Fleming School of Nursing (TFSON). The Financial Officer provides accounting support, purchasing services, and payroll support. The incumbent is responsible for; preparing and monitoring the school budgets, providing expertise and assistance with research accounts: the effective on-going processing of financial transactions and other financial transactions affecting the School of Nursing. Budgets include but not restricted to the School of Nursing, research, and transfer payments.

**Key Activities**

*Administrative Support;*

1. Preparation of audited enrolment, financial reports, School of Nursing faculty and staff data required by provincial and professional agencies [Ministry of Training Colleges and Universities (MTCU), College of Nurses Ontario (CNO), Canadian Association of Schools of Nursing (CASN), Council of Ontario Universities (COU), COU Programs in Nursing (COUPN), Fleming College and George Brown College) including those for accreditation.
2. Administrative support to the TFSON Finance Committee.

*Supplies and Equipment;*

1. Maintains an accurate equipment inventory list and submits a copy to financial services annually.
2. Arranges for decommissioning of equipment as per the university policy.
3. Assists with purchasing office equipment and furniture.

*Budget;*

1. Processes School of Nursing purchasing, payments, deposits, expenses and revenues in accordance with University and Purchasing/ Financial Policies and Procedures
   1. Purchasing of goods and services
   2. Tracks and reconciles expenditures for budgeting and monitoring purposes.
   3. Initiates transfer requests between operating accounts and other departmental transfers; follows-up on discrepancies and unpaid invoices as required.
   4. Reviews and reconciles monthly statements for accuracy. Resolves any discrepancies and undertakes transfers as needed
2. Receives and resolves payroll inquiries and issues
3. Develops and manages all budgets associated with the School of Nursing, including setting, implementation and monitoring of annual budgets; liaises with Academic Operations for Fleming in the review of the collaborative program budget.
   1. Prepares montly financial statements for Dean and TFSON Finance Committee.
   2. Prepares Mid-year and year end reports for Dean and TFSON Finance Committee.
   3. Prepares year-end budget report.
   4. Analyzes and reviews collaborative, compressed and bridging program budgets for accuracy and compliance to financial principles of the MOU and for purposes of audits.
   5. Reconciles all budgets with all college partners.
   6. Prepares requests for carry-forward monies
   7. Assists with resource allocation and makes recommendations to management accordingly

*Human Resources Support;*

1. Initiates account requests/changes/cancellations for all employees hired under the School of Nursing (Trent E-mail Novell/Network, Colleague, Long Distance Authorization Codes, Keys, AMX & Visa Cards, Business Cards, Photocopy Cards, Teleconference Cards (Bell Canada); creates, maintains and updates databases for tracking this information.

*Planning and Coordination;*

1. Develops budgetary aspects and does financial modeling for strategic planning initiatives
2. Maintains and updates data required for School operation, monitoring and planning

*Other;*

1. Other related duties as assigned which do not account for more than 5% of the total duties.

**Education**

Post-secondary Financial Management Program (3 year)

**Experience Required**

* Three years of directly related experience, preferably in an academic environment
* Intermediate computer skills and experience including Word, Excel, Powerpoint, Access, Visio, Groupwise and WebCT. Database expertise an asset
* Excellent interpersonal, verbal, and written skills with ability to interact well in a positive manner, using tact and diplomacy
* Demonstrated ability to take initiative, to use good judgment, to work independently and as a team member in a complex and multi-faceted work environment.
* Experience with budgetary procedures, bookkeeping, data manipulation and meticulous attention to detail.
* Ability to preserve and maintain confidentiality.
* Ability to critically read and interpret data and analyse transactions.
* Strong organizational and time management skills including decision making. Able to prioritize workload in an efficient manner and balance competing priorities.

**Responsibility for the Work of Others**

Indirect Responsibility

* Remind Dean, faculty and instructors of important administrative, reporting and budget deadlines.

**Communication**

Internal:

* Faculty – Submission of expenses
* Budget Services Manager, Payroll, Journal entries, accounts set up, MTCU funded accounts budget preparation, MTCU Mid-Year report, MTCU Year-End report, communication about MTCU operational transfers to University, Accounting services: communication and meeting to discuss and determine the best processes with respect to policies and procedures
* Assistant Manager, Accounting Services: Journal Entries and monies transactions Restricted Fund Accountants: Journal Entries, deposits, account set up, account inquiries Research Accountants: Journal Entries, account set up, account inquiries
* Accounting Clerks: Wire transfers, account inquiries
* Supervisor, Accounting Operations: Course Fee Changes
* Accounts Payable: Account inquiries
* Student Accounts Representatives: deposits, course fees inquiries Purchasing Services Manager: policy and procedure alignment Buyer, Purchase Order and VISA inquiries
* Payroll Supervisor: Policy and Procedure alignment Payroll Clerk: Payroll inquiries
* Office of Research Director: authorization of receivable and payables,
* Advancement Office: Account set up and deposits
* Dean: Account updates, inquiries and specific policy and procedure issues Budget Managers: advise on policy and procedure, assist with budget preparation
* Faculty and Staff: advise on policy and procedures and complete and process honorarium forms, travel forms and expense reports and expense reimbursement
* Students: Payroll forms, honorarium forms, event assistance

External:

* Businesses: travel, hotel, receive invoices, inquiries, assist with GST forms and ICON forms Other Post-Secondary institutions: cost sharing on events such as recruitment initiatives FPHL Elders: Obtain information to complete honorarium and payroll forms
* Funding Agencies: HRSDC, Department of Canadian Heritage
* Universities - other Departments
* Office Supply Company - questions about orders
* Fleming College – in regard to partnership (academic operations, finance committee)
* George Brown College – in regard to financial aspects of partnership
* Queens University – in regard to financial aspects of partnership on Nurse Practitioner Program

**Motor/ Sensory Skills**

* Dexterity: operating a computer, running computer programs, filing, putting bannock on a stick
* Hand eye coordination- transferring data- small type on paper such as receipts etc to electronic documents
* Coordinated Movement: Multi-tasking such as data input and talking on telephone

**Effort**

This position is a highly mentally and physically demanding job that requires a singular concerted effort in high performance for short periods of time during year-end and funding applications. A high performance of sustained concentration and clear thinking while processing a large volume of data in short periods of time is required. Sitting for extended periods of time and ignoring distractions are an important function of this job. Carrying and storing files and file boxes.

**Working Conditions**

This job has clear high stress times during yearly operations. As the first point of contact for businesses and individuals requesting immediate payments for services, this position requires a calm and professional approach in responding to these high stress conversations. Quick deadlines and information deadlines require excellent time management skills and effective prioritization of inquiries. Conflicting work demands from faculty, reporting deadlines and urgent requests need constant attention. Changing deadlines and time pressures are constant in this position. Must be flexible to drop one task (leave uncompleted) to try and complete another. Must be able to do or be aware of several situations, problems, projects at the same time.