**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Financial Officer, Education

**Job Number:** A-305

**NOC:** 1431

**Band:** 7

**Department:** School of Education and Professional Learning

**Supervisor Title:** Program Manager, School of Education and Professional Learning

**Last Reviewed:** August 16, 2016

**Job Purpose**

Reporting to the Program Manager, School of Education and Professional Learning, the incumbent is responsible for coordinating the financial structures associated with the Trent School of Education and Professional Learning (SOE). 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 related to the School of Education.

**Key Activities**

**Administrative Support (10%)**

1. Preparation of audited enrolment, financial reports, School of Education faculty and staff data required by provincial and professional agencies [Ministry of Training Colleges and Universities (MTCU), Ontario College of Teachers (OCT), including those for accreditation.
2. Administrative support to the Program Manager in regard to financial matters.

**Supplies and Equipment (10%)**

1. Assists with maintaining an accurate equipment inventory list and submits a copy to financial services annually.
2. Assists with decommissioning of equipment as per the university policy.
3. Assists with purchasing office equipment and furniture.
4. Oversees and reviews usage of supplies and consumables.
5. Oversees room access issues (door access codes, locks, keys).

**Budget (65%)**

1. Processes School of Education purchasing, payments, deposits, expenses and revenues in accordance with University and Purchasing/ Financial Policies and Procedures, including:
* Purchasing of goods and services
* Tracking and reconciling expenditures for budgeting and monitoring purposes.
* Initiating transfer requests between operating accounts and other departmental transfers; follows-up on discrepancies and unpaid invoices as required.
* Reviewing and reconciling monthly statements for accuracy, including line by line updates. Resolves any discrepancies and undertakes transfers as needed.
* Receives and resolves payroll inquiries and issues.
* Develops and manages, in consultation with the Program Manager, all budgets associated with the School of Education, including analysis, implementation and monitoring of annual budgets. This includes:
	+ Preparing monthly financial statements for Program Manager.
	+ Preparing quarterly and year end reports for Program Manager.
	+ Preparing year-end budget report.
	+ Analyzing and reviewing all SOE budgets for accuracy and compliance to financial principles of the MOU and for purposes of audits.
	+ Reconciling all budgets.
	+ Preparing requests for carry-forward monies.
	+ Assisting with resource allocation and makes recommendations to management accordingly.
	+ Forecasting budgets and generating financial models for new programs.
	+ Tracking and reporting on special projects (e.g. MTCU initiatives)

**Planning and Coordination (10%)**

1. Develops budgetary projections and does financial modeling for strategic planning initiatives.
2. Maintains and updates data required for School of Education operation, monitoring and planning.
3. Assists with process of creating course timetable for SOE classes.
4. Works with Office Manager to review space allocation in the SOE to ensure efficient room and office usage.

***Human Resources:***

1. Initiates account requests/changes/cancellations for all employees hired under the School of Education (Trent email, network, Colleague, Long Distance Authorization codes, keys, business cards, photocopy cards, teleconference calls; creates, maintains and updates databases for tracking this information.)
2. Assists with preparation of TUFA and CUPE job postings and contracts.

**Other (5%)**

1. Other related duties as assigned by the Program Manager.

**Education**

1. Mathematics or Financial University level degree (general)
2. Demonstrated accounting related coursework

**Experience Required**

1. Three years of directly related experience, preferably in an academic environment
2. Intermediate computer skills and experience including Word, PowerPoint, Access, Outlook, and Web CT. Database expertise an asset. High proficiency in Excel and data base applications including experience with (Colleague, IRIS)
3. Excellent interpersonal, verbal, and written skills with ability to interact well in a positive and professional manner, using tact and diplomacy
4. 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
5. Experience with budgetary procedures, bookkeeping, data manipulation and meticulous attention to numerical and contextual detail
6. Ability to preserve and maintain confidentiality
7. Ability to critically read and interpret data and analyse transactions
8. 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 Program Manager, faculty and instructors of important administrative, reporting and budget deadlines.

**Communication**

Internal

* Budget Services Manager – Payroll: Journal entries, accounts set up,
* Accounting services: Communication and meetings 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
* 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 HST forms
* Other Post-Secondary institutions: who are collaborating with the School of Education
* FPHL Elders: Obtain information to complete honorarium and payroll forms
* Funding Agencies:
* Universities: other Departments who are collaborating with the School of Education
* Office Supply Companies: questions about orders, placing all orders

**Motor/ Sensory Skills**

* Dexterity: operating a computer, running computer programs, filing
* 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 mentally and physically demanding job that requires a singular concerted effort in high performance for short periods of time during monthly, year-end and funding application periods.

Mental

* A high level of sustained concentration and clear thinking while processing a large volume of data in short periods of time is required
* Ignoring distractions are an important function of this job.

Physical

* Sitting for extended periods of time
* Carrying and storing files and file boxes also required.

**Working Conditions**

This job has specific high stress periods, particularly during analysis of yearly operations. In addition, 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 sometimes difficult conversations. Quick information deadlines require excellent time management skills and effective prioritization of inquiries. Conflicting work demands from faculty, reporting deadlines and urgent requests, need constant evaluation for action. Changing deadlines and time pressures are constant in this position. Must be flexible to drop one task (leave temporarily incomplete) in order to prioritize and complete another more urgent matter. Must be able to manage several situations, problems, and projects simultaneously.