**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Restricted Funds Administrator

**Job Number:** A-326

**NOC:** 1431

**Band:** 6

**Department:** Financial Services

**Supervisor Title:** Manager, Restricted Funds and Accounting

**Last Reviewed:** March 7, 2017

**Job Purpose**

Under the general direction of the Manager of Restricted Funds and Accounting, the Restricted Funds Administrator works closely with researchers and Office of Research staff to administer restricted funding; ensuring compliance with the University’s and restricted funds sponsor’s financial administration policies and procedures and generally accepted accounting principles.

The Restricted Funds Administrator provides administrative support for account holders who have restricted funding (primarily research and trust accounts), interpreting both Trent and funding agencies’ policies and procedures. Overhead charges and revenues will be monitored by this position.

**Key Activities**

1. Interprets Trent University and external agency's financial policies and procedures for restrictedly funded account holders by answering queries by phone, email or by providing information and advice to ensure that activity is in compliance with the provided guidelines.
2. Provides support to Restricted Funds Accountant in preparing financial reports as required.
3. Administers restricted fund accounts by establishing the account numbers, monitoring revenue and expenditures, as well as maintaining the research project database. This enables grant holders to have the necessary financial tools available to accomplish their research.
4. Prepares monthly journal entries for restrictedly funded accounts where corrections are necessary to reflect an accurate balance in each account. Provides assistance when unspent funds must be returned to the funding agency or to a term expired university account by confirming the actual balance to be transferred after ensuring all related expenditures have been allocated to the account. Prepares journal entry once the transfer has been authorized.
5. Responsible for ensuring the timely remittance of funds from various agencies.
6. Responsible for recording research overhead.
7. Performs special tasks assigned by the Senior Manager of Accounting Services or Manager of Restricted Funds and Accounting.

**Analytical Reasoning**

Expenditures must be scrutinized for eligibility on a restricted fund account. Many expense types require a justification from the account holder to determine if the expenditure is able to be charged to the account.

**Decision Making**

Judgement must be used in deciding whether an expenditure is allowable on a restricted fund account based on an understanding of the funding agreement, Trent University policies as well as Canadian Generally Accepted Accounting Principles.

**Education**

Honours University Degree (4 year) Majoring in an accounting program.

**Experience Required**

* Preference will be given to candidates with recent financial accounting experience, including financial statement preparation in a highly computerized environment.
* Working knowledge and experience on PC, particularly within a Windows and LAN environment. Excellent spreadsheet and good keyboarding skills. Knowledge and experience with computers and software such as MS Office (Word, Excel, Access), Internet, E-mail. Experience with Ellucian and Romeo programs would be considered an asset.
* Ability to interact professionally and effectively with all/diverse constituencies of the University community, as well as with external contacts.
* Proven ability to work both independently and as part of a team in a complex and multi-faceted work environment.
* Strong organizational and professional communication skills.
* Strong knowledge of budgetary procedures and meticulous attention to detail.
* A clear understanding and demonstrated abilities for diplomacy and confidentiality.

**Responsibility for the Work of Others**

N/A

**Communication**

Internal

* Communication with Faculty to obtain required information for processing transactions.
* Restricted Funds Accountant/Manager, Restricted Funds and Accounting for clarification/ direction on complex transactions
* Restricted Funds Clerk

External

No regular communication with external individuals expected.

**Working Conditions**

Physical:

* Position is required to periodically pack and move files to storage space for document retention as projects end.

Psychological

* Position is seated in an open area with regular office traffic passing by the work station. This requires additional effort to maintain focus on tasks at hand.
* Frequent interruptions to work flow for information requests from various sources. This requires a strong ability to prioritize work to allow for completion of tasks within deadlines while providing an appropriate level of customer service.