**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Financial Officer

**Job Number:** A-328

**NOC:** 1431

**Band:** 7

**Department:** Housing Services

**Supervisor Title:** Director, Housing Services

**Last Reviewed:** March 31, 2017

The Financial Officer is responsible for the planning and oversight of all matters relating the financial operations of Housing Services at Trent University. Under the general direction of the Director, the incumbent will coordinate the annual budget development process and regularly conduct analysis, and reporting in accordance with generally accepted accounting principles and university requirements. The Financial Officer will assist the director with preparing a multi-year strategic budget and the Housing leadership team with the monitoring of budget accounts. The incumbent is responsible for coordinating the residence and foodservices student billing processes and working collaboratively with Foodservices, TrentU Card, and Financial Services address accounts receivable issues. The incumbent will act as a resource person for financial and project planning for the department.

**Key Activities**

**Financial Coordination 30%**

1. Under the general direction of the Director, establishes internal processes for invoice and expense payments in alignment with university policies (e.g. expense reports, etc.)
2. Review, recommend, and process procurement actions ensuring completeness, compliance, and accuracy
3. Monitor and reconcile individual purchasing card accounts for the department to ensure institutional standards are met
4. Ensure that accounts payable are processed in accordance with policy
5. Ensure reconciliation of transactions to the accounting system
6. Completes purchase requisitions and payment of invoices on all accounts
7. Posts journal entries to recover amounts from internal departments
8. Discovers and investigates inaccuracies within the accounts and take appropriate measures for reconciliation
9. Coordinate payroll of all student staff within the department
10. Prepares and provides financial documentation to internal and external auditors
11. Review financial reports generated and those received from Financial Services are reviewed and checked for accuracy against departmental records and in accordance with established criteria; follows up on issues; alerts Director of significant concerns
12. In accordance with leases and contracts develops payment schedules for implementation by Financial Services
13. Reviews monthly long distance billing for the department and maintains records.

**Budget 25%**

1. Under the general direction of the Director, and in alignment with university policy, coordinate the annual budget process and develop draft budget plans for the $10M ancillary operating accounts of residences
2. Create the annual budget for approval that accurately forecasts revenue and expenses within established guidelines to fund the annual operation of the department
3. Under the general direction of the Director, develop a multiple year strategic budget for department’s short and long term plans and revenue projections, for approval
4. Monitor and provide statistical analysis in the form of budget reports to actual variances
5. Access monthly operating statements or other reports as needed that address expenses and revenues to budget and indicate trends and variances from current and previous years
6. Provide monthly variance updates on financial status of department
7. With direction from the Director, implement the rate setting process
8. Develop operating reports for use by staff
9. Develop budgeting tool (spreadsheets) for use by staff to collect and report their individual fiscal projections and expenditures
10. Prepare budget models for specific projects, as required
11. Create and monitor individual project budgets (i.e. individual annual facilities project budgets)

**Student Billing & Accounts 25%**

1. Under the general direction of the Director, develop, implement, and evaluate processes including the charging and collection of housing related fees for graduate and undergraduate students
2. Using approved fees, accurately develop residence fee and meal plan fee tables for finance and upload tables into StarRez
3. Coordinate with Financial Services to ensure all student accounts are updated in accordance with university policies and dates
4. Complete billing adjustments in StarRez and reconcile with student accounts in Colleague (note adjustments may be required as a result of room transfers, withdrawals, cancellations, etc.)
5. Post charges to StarRez and reconcile with student account in Colleague (not charges may include lost key charges, damage/cleaning charges, restitution, etc.)
6. Post refunds in StarRez and reconcile with student accounts in Colleague as required
7. Run reports and reconcile student accounts to daily moneris and StarRez reports; work with Occupancy Management Coordinator and Financial Services to address issues relating to application fees and deposits
8. Semi annually run non-payment reports and follow up with Financial Services to address issues
9. Updates taxi authorization list annually, applies charges to student accounts for emergency taxi chits, and reconciles student charges with taxi provider invoices in the Taxi Service Program.

**Administration 10%**

1. Responsible for departmental office equipment purchase (e.g. printers, computers, iPads, card readers, etc.)
2. Initiate account requests, changes, and cancellations for all employees in Housing Services (e.g. email and network accounts, colleague requests, VISA and AmEx cards, cellphones, etc.)
3. Maintain attendance management system for department
4. Oversee the Housing Services vehicle, including administering and tracking authorized drivers and completed forms
5. Liaise with Risk Management regarding vehicle procedures and licence plate renewals
6. Maintains the filing system for the office, including financial, programming, administration and staff files.
7. Orders office supplies as required.

**Other 10%**

1. Train staff on internal finance, expense, and budget processes
2. Upholds residence agreement and policies when necessary
3. Participate in planning and execution of move in/move out processes, working collaboratively with housing services staff
4. Be knowledgeable of emergency response procedures and implement as required
5. Provides assistance to the Housing Services main office when needed
6. Participate in departmental meetings and committees as required
7. Opens and directs incoming mail.
8. Reviews monthly long distance billing for the department and maintains records.

**Education**

University Degree (3 year) a major in Accounting or Finance

**Experience Required**

1. Three years of recent financial accounting experience
2. Excellent computer skills; Intermediate level proficiency with word processing (MS Word). High proficiency in database/spreadsheet (MS Access/MS Excel) software; knowledge of Datatel and/or StarRez an asset.
3. Experience with budgetary procedures, bookkeeping, data manipulation, and meticulous attention to numerical and contextual detail
4. Ability to critically read and interpret data and analyse transactions
5. Good written and oral communication skills.
6. A clear understanding and demonstrated abilities for diplomacy and confidentiality required.
7. Strong orientation toward serving students and good interpersonal skills.
8. Ability to work enthusiastically both independently and as part of a team.
9. Excellent organizational and time management skills.

**Responsibility for the Work of Others**

**Indirect Responsibility**

* Provides training on internal financial processes to Housing staff
* Reminds Director and Managers of important administrative and budgeting deadlines and procedures

**Analytical Reasoning**

Adjust student accounts

* Occurs weekly throughout the academic year for a variety of reasons
* Review, understand and interpret departmental procedures
* Consults with other departmental and university staff as appropriate (e.g. TrentU Card, Foodservices, Financial Services, etc.)
* Utilizes technology to update student accounts, using appropriate processes
* Reconciles StarRez updates with Colleague account
* Identifies concerns and works with Financial Services to address concerns
* Communicate changes as appropriate
* Makes recommendations to alter processes as required

**Decision Making**

* Interpreting policy & procedure
  + Reviewing and interpreting university policy and procedure to be able to make and rationalize decisions relating to reallocating budget accounts, charging students, and/or initiating refunds to students

**Impact**

* Failure to maintain accurate records may result in improper budgeting affecting the operation negatively. Housing is funded by ancillary fees.
* Failure to provide accurate and effective financial data may result in students being billed incorrectly, impacting the housing budget, operation, and reputation of the institution.

**Communication**

**Internal**

* Communicating for the purpose of exchanging information, decision making, etc.
  + Housing Services professional and student staff
  + Financial Services staff – Budget Services Manager, Assistant Manager, Accounting Services, Accounting Clerks, Manager, Student Accounts, Manager, Purchasing
  + Conferences, Foodservices, Card Office, and Risk Management staff
  + Residence students
  + Other university staff and faculty in the course of daily interactions

**External**

* Communicating for the purposes of exchanging information, decision making, accounts receivable/payable, addressing concerns, etc.
  + Contractors and vendors
  + Students and families

**Motor/ Sensory Skills**

* Dexterity: operating a computer, running programs
* Hand eye coordination: transferring data from small type on paper such as receipts to electronic documents

**Effort**

**Mental**

* High level of sustained concentration and clear thinking while processing a large volume of data in short periods of time is required

**Physical**

* Sitting for extended periods of time

**Working Conditions**

* Must be able to work evenings and weekends where required (frequent through mid-August to mid-September, early January, mid-April to mid-May)
* Significant computer use; Significant portion of the day is spent reviewing data and spreadsheets at the computer
* Fast paced environment, where bed allocation changes rapidly causing frequent updates to work including regularly developing new budget models
* Frequent interruptions