#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Financial Services Advisor

**Job Number:** A-409 | VIP: 1646

**Band:** OPSEU- 6

**NOC:** 1431

**Department:** Financial Services

**Supervisor Title:** Manager, Financial Services

**Last Reviewed:**  June 1, 2021

#### **Job Purpose:**

Provides support to the Supervisor, Financial Services with timely and accurate posting of departmental activity to meet monthly reporting deadlines. Maintain accurate and up to date reconciliations for the University’s bank accounts, capital asset sub-ledger and endowment tracking spreadsheet, providing to Supervisor for approval and clearing of reconciling items. Supports Financial Services staff in the interfacing and entering of various types of data in the Enterprise Resource Production (ERP) environment and excel spreadsheets.

#### Key Activities:

##### Capital Assets & Endowment Reporting Assistance

* Run Capital Asset process for additions to sub-ledger.
* Prepares quarterly capital asset reconciliation for review
* Run reports and creating listing of possibly missed capital asset purchases for review and approval to add items to sub-ledger
* Prepares monthly Endowment investment account activity entry for review.
* Assist with ongoing maintenance of internal endowment allocation spreadsheet activity.
* Capture monthly capital project activity for review.
* Prepare documentation for investment purchases/sale according to requirements.
* Assists with monthly updating of Trent Lands Plans report for review.

**Financial Services Reporting Assistance Month End Support:**

* Prepares journal entries for departmental activity, as requested, using electronic processes for approval and review.
* Interfaces multiple monthly electronic journal entry files prepared by departments, requiring in-depth knowledge of the University’s general ledger structure to ensure entries are recorded to valid accounts.
* Using electronic processes to reconcile the University's bank accounts;
  + Recording cashed cheques in the ERP to maintain accurate and up to date outstanding cheque listings.
  + Checks general ledger entries against bank statements, clearing transaction suspense accounts to zero balance on a monthly basis.
  + Responsible for the investigation, documentation and creation of correcting journal entries to clear reconciling items for approval.
* Backup for Account Reconciliation Advisor if required (vacation/ emergencies).

**Year End Support:**

* Prepares prepaid expense schedules with appropriate backup documentation and adjusting entries as required.
* Assists in preparing year end audit schedules and supporting documentation related to capital assets, deferred capital contributions and endowments for the year-end financial statements and for capital projects requiring separate external audit.

**Accounts Payable Support/Backup:**

* Backup for Accounts Payable Advisor if required (vacation/emergencies) auditing expense reports submitted for reimbursement through the expense reimbursement system in accordance with the University’s Travel and Business Expense Policy and processes as well as accounts payable data entry.

**Other:**

* Manages the Finance email account ensuring timely responses to messages received.
* Update foreign exchange tables in ERP on a regular basis.
* Responds to account holder inquiries in relation to activity or discrepancies in accounting records.
* Supports the department on projects to implement new processes.
* Supports the department in process improvements and maintains process documentation for systems and users.
* Prepares special reports as requested for the Manager, Financial Services and the Senior Manager, Financial Services to assist in reconciliations and decision making by analyzing data with the aid of systems such as Excel, Synoptix and Colleague.
* Other duties as assigned

#### Education Required:

* College Diploma (2 year) in Business, with course emphasis in Accounting required. University Degree in Business/E-Commerce majoring in accounting preferred.

#### Experience/Qualifications Required:

1. Three years of experience in a general computerized accounting environment with focus on accounting principles, creating journal entries and reconciliations.
2. Experience working with fund accounting or multiple departments is considered an asset.
3. Demonstrated experience in completing complex account reconciliations on a regular basis and the investigation of reconciling items.
4. Demonstrated experience in working with software tools to find efficiencies in processes analyzing large volumes of data.
5. Proficiency in Microsoft Office programs with advanced knowledge of Excel.
6. Ability to create documented procedures capable of permitting others to successfully execute the process with minimal supervision.
7. Strong customer service skills to communicate with internal and external clients.
8. Ability to follow documented procedures to complete processes with minimal supervision.
9. Ability to work with minimum supervision and as part of a team.

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Analytical Reasoning

Has a solid understanding of accounting concepts; including: capital assets, Trent’s general ledgers and account reconciliation process. Demonstrates logical and critical thinking skills to determine the most appropriate solutions and has the ability to connect information from multiple sources. As well as implements process changes from management to improve or to automate functions for the University.

##### Decision Making

Responsible for the design and accuracy of the processes and reports produced. Determines appropriate journal entries for reconciling items.

##### Impact

Errors in capital assets management and month end processes will result in a greater amount of time required to reconcile and may provide inaccurate monthly financial statements, which are used for decision making and has a negative impact in the yearly audit. Errors in expense reporting may result in policy violations, higher expense costs and inaccurate financial reporting used by internal and external users for decision making.

##### Responsibility for the Work of Others

Direct Responsibility

* This role has no direct reports

Indirect Responsibility

* Other departments prepare information and enter into system, this position is responsible through preparing reconciliations to ensure that the work has been completed correctly.

**Communication**

**Internal**

* Financial Services Team. As this role provides backup for the following positions, Accounts Payable Advisor and Electronic Data Processing & Account Reconciliation Coordinator, they will need to have open communication
* Job requires contact with internal customers: Staff and Faculty

**External**

* At times this job will require contact with external customers: Vendors, Auditors, the University’s banking and investment institutions, when advised by Supervisor.

##### Motor/ Sensory Skills

Physical:

* Constant repetitive motion to key for extended periods of time can contribute to back, eye and wrist strain and stiffness.
* Sitting and concentrating for long periods of time.

Psychological:

* Ability to work with frequent interruptions.
* Ability to reprioritize work based on new/unexpected issues that arise. Multiple competing demands.
* Adhering to strict deadlines, timely completion of tasks within deadlines
* Adaptability to fluctuation of workload

##### Effort

##### Mental:

* Sustained concentration required to deal with walk-in and telephone inquiries.
* Ability to multi-task, shift priorities with workload when new/unexpected issues arise.
* Listening – required to resolve problems, understanding of emerging issues, ask appropriate questions for clarification.
* Responding to complaints from internal and external customers in a professional manner

Physical:

* Sitting for extended periods of time.
* Keyboarding for extended periods of time.

Walking, standing, bending, carrying:

* Walking – Delivery of reports, paperwork, mail to internal departments.
* Walking/Bending/Carrying/Lifting/Standing – Filing, shifting files to internal storage rooms, loading paper onto bookshelves, into photocopier and printers.
* Carrying – Paperwork, file folders, binders, supplies.
* Bending/Reaching – Retrieving files from cabinets, storage rooms and supplies from bookshelves.

##### Working Conditions

Physical:

* Open work station without full walls subject to passing office foot traffic.

Psychological:

* Responding to complaints from public while maintaining composure and professionalism. Dealing with frustrated, angry, emotional and confrontational faculty, staff, vendors, parents, students regarding invoice/expense form payment status.
* Lack of privacy to concentrate when keying.
* Adhering to strict deadlines, timely completion of tasks within deadlines
* Fluctuation of workload – lack of control over the pace of work