**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Financial Officer

**Job Number:** SO-256

**NOC:** 1431

**Band:** 7

**Department:** First Peoples House of Learning and Department of Indigenous Studies

**Supervisor Title:** Director, First Peoples House of Learning

Chair, Indigenous Studies

Artistic Director, Indigenous Performance Initiatives

(Canada Research Chair)

**Last Reviewed:** May 28, 2013

**Job Purpose**

The Financial Officer, under the supervision of the Chair of Indigenous Studies, the Director of the First Peoples House of Learning and the Canada Research Chair transacts all financial business of First Peoples House of Learning, Indigenous Studies and Indigenous Performance Initiatives. The Financial Officer provides accounting operations, budget services, purchasing services, payroll, financial aid office support and works with the Advancement Office, the Research Office and the Office of the Dean Arts and Sciences. The Financial Officer provides financial analysis related to the First Peoples House of Learning and Indigenous Studies operational budgets and prepares financial reports for the Aboriginal Education Council.

**Key Activities**

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| **Provides financial services and support to First Peoples House of Learning:**   1. Processes payables and receivables ensuring compliance with Trent University policies, determining the appropriate account and object code and obtaining appropriate signatures. 2. Provides advice and informs Budget Managers, staff and students regarding policy and procedure. Receives and resolves enquiries. 3. Prepares proper documents and contracts for student hiring and honorarium payments. Assists budget managers and casual staff/students with payroll policy and procedures. 4. Receives and resolves payroll inquires and issues. 5. Reviews and reconciles monthly statements for accuracy. Resolves any discrepancies and undertakes transfers as needed. 6. Prepares monthly financial statements for Director and associated FPHL council. 7. Prepares Mid-year and year end reports for Director specific to MTCU Operating Grant (PEFAL). 8. Understands and adheres to confidentiality policies and procedures. 9. Prepares the year-end budget report. Tracking and Monitor expenditures, recommends adjustments to operational budget items and advises on projected expenditures through budget preparation. 10. Assists in the gathering and analysis of enrolment data related to Aboriginal students by preparing reports, identifying underlying trends and patterns using excel. 11. Assists with the organization and implementation of programs and events undertaken by the First Peoples House of Learning. | **40%** |
| **Provides financial services and support to the Department of Indigenous Studies:**   1. Processes payables and receivables ensuring compliance with Trent University policies, determining the appropriate account and object code and obtaining appropriate signatures. 2. Provides advice and informs Budget Managers, staff and students regarding policy and procedure. Receives and resolves enquiries. 3. Prepares proper documents and contracts for student hiring and honorarium payments. Assists budget managers and casual staff/students with payroll policy and procedures. 4. Receives and resolves payroll inquires and issues. 5. Reviews and reconciles monthly statements for accuracy. Resolves, with the Chair, any discrepancies and undertakes transfers as needed. 6. Prepares monthly and year-end financial reports for Chair. 7. Understands and adheres to confidentiality policies and procedures. 8. Working with the Chair, prepares the annual Departmental Survey Form, Fees Levied to Students by Departments. Determines list of students to be charged, informs and ensure Accounting Operations processes the fees levied by the Indigenous Studies Department. Processes all payables and receivables related to these fees by ensuring compliance with Ministry regulations and Trent University policies. Provides advice and informs Faculty and students regarding policy and procedure. Receives and resolves enquiries. 9. Under the Direction of the Chair, the Director and the Finance Committee works with Budget Managers to prepare the annual operation budget for the MTCU funded accounts. 10. Serves on committees as assigned by Chair. | **35%** |
| **Provides financial services to Indigenous Performance Initiatives:**   1. Processes payables and receivables ensuring compliance with Trent University policies, determining the appropriate account and object code and obtaining appropriate signatures. 2. Provides advice and informs Budget Manager, staff and students regarding policy and procedure. Receives and resolves enquiries. 3. Prepares proper documents and contracts for student hiring and honorarium payments. Assists budget managers and casual staff/students with payroll policy and procedures. 4. Reviews and reconciles and reconciles monthly bank statements for accuracy. Resolves any discrepancies and undertakes transfers as needed. 5. Prepares project financial statements including monthly and final statements for external funders. | **20%** |
| **Prepares financial reports for the Aboriginal Education Council:**   1. Under the guidance of the Co-Chairs of the Aboriginal Education Council prepares financial reports for regular meetings of the Council. 2. Prepares financial budget projections for AEC funding proposals. | **5%** |

**Analytical Reasoning**

The Financial Officer provides a higher-level administrative role in communicating with the University’s senior management which requires a significantly specified skill set and understanding of University processes. The daily responsibilities of responding to inquiries from internal departments, external individuals and businesses, budget managers, signing authorities, faculty, staff and students (employees) requires a depth of knowledge about general operating policies and procedures including hiring requirements, payroll requirements, taxation forms, honorarium forms, travel forms, purchasing forms and all associated processes. The Financial Officer requires clear analysis of best response practices and quick knowledge of the correct individuals for inquiries and referrals.

**Decision Making**

The Financial Officer requires a depth of knowledge with respect to being able to make quick distinctions between decisions that can be made with minimal supervision and those that require full supervision. The process of accounts payable and receivable requires a clear understanding of the policies and procedures, programming activities, account and object code numbers and account balances to provide decision-making practices in a timely, accurate and effective manner.

**Impact**

The Financial Officer is a core administrative position that ensures the smooth daily operations of First Peoples House of Learning, the Department of Indigenous Studies and Indigenous Performance Initiatives. The effective daily management of these three entities relies on the Financial Officer to provide accurate and effective financial, data and analysis services. The Financial Officer operates as a core part of an administrative team that assists with general programs and events on a regular ongoing basis.

**Education**

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

**Experience Required**

* At least 3 years of recent financial accounting experience including financial statement preparation in a highly computerized university or similar environment.
* Excellent spreadsheet skills required.
* Good keyboarding skills.
* Working knowledge and experience on PC particularly within a Windows environment. Excellent working knowledge of university financial policies and procedures.

**Responsibility for the Work of Others**

Direct Responsibility

The Financial Officer is responsible for the oversight of student employees, graduate students and other short term employees specific to timely and accurate completion of the payroll forms, tracking and monitoring of hours worked, and acquiring the Directors signature for payroll forms.

**Communication**

Internal:

* 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
* Manager, 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, payroll
* Financial Aid: Indigenous Studies Awards
* Advancement Office: Account set up and deposits
* Director First Peoples House of Learning: Account updates, inquiries and issues
* Chair Indigenous Studies: 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

**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.