**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Restricted Funds Clerk

**Job Number:** SO-310

**NOC:** 1431

**Band:** 6

**Department:** Financial Services

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

**Last Reviewed:** July 8, 2016

**Job Purpose**

Under the direction of the Manager of Restricted Funds and Accounting provides support to the staff of the Research Office and Restricted Funds Accounting Services. Provides administrative support for account holders who have restricted funding (primarily research and trust account holders); interprets Trent University and external granting agency policies and procedures for account holders, administrative staff, and project staff/students. Assists external auditors in the audit of sponsored funding and expenditures.

**Key Activities**

1. Restricted Funds Accounts Payable:
   1. Audits expense reports submitted for reimbursement from research and trust accounts by checking for original receipts, addition errors, transposition errors, ensuring that the expenditures are categorized correctly and that the correct account number is used. As well, ensure that there is sufficient funding in the account to justify the expense, assigns appropriate tax codes to each receipt, and confirms the authorizing signature holds signing authority on the account. Assists Restricted Funds Accountants in determining eligibility of expenditures against granting agencies to ensure compliance with expenditure guidelines and budgets. Inputs expense reimbursements to the Datatel finance system to initiate payment through Accounts Payable.
   2. Processing of external supplier’s payments against restricted funds accounts on a timely and accurate basis. Review invoices for accuracy, monitoring numerous tax codes and account numbers. Prepare the invoices for payment ensuring that all discounts are taken, special instructions are keyed and a clear description is shown on the cheque stub and department printout. Monitor tax codes to ensure they are applied correctly. Verifying non-original invoices to prevent duplication of payments. Entering correct information on the voucher to ensure the inventory report is accurate.
   3. Prepares and processes invoices for low value purchase orders, do not type purchases and blanket orders against restricted funds accounts. Preparation includes providing vendor codes, checking vendor addresses, adding tax and inventory codes as necessary.
   4. Investigate requests for cancellation of cheques when established cheques require it. Verify if the voucher requires voiding or if a correction will allow re-issue. Submit cancellation requests to Accounts Payable for processing.
   5. Responds to supplier, faculty, staff, students, and external individuals’ inquiries about payment status of outstanding invoices or reimbursements.
   6. During peak times, provides guidance to other Finance employees assisting with data entry and expense reimbursement auditing for restricted funds accounts.
   7. Provides expertise to staff for all aspects of restricted funds accounts payable functions.
2. Database and Information Management:
   1. Responsible for updating and maintaining the Access monthly account statement mailing list for research and trust accounts.
   2. Responsible for updating and maintaining user profiles and account access on the eFin (research reporting) tool to ensure faculty and their delegates have access to up-to-date financial information.
   3. Responsible for updating and maintaining delegation of signing authority forms and spreadsheet on restricted funds accounts; tracks delegates, restrictions on signing authority, and end dates. Removes signing authority and forms when term has expired.
   4. Assists the Office of Research with maintenance of the research database (Romeo), and uploads financial documentation that will assist the Restricted Funds Accountants and Research Project Officers to administer the research accounts.
   5. Assists restricted funds accountants in maintaining research and trust files and all necessary filing of paper to project files.
3. Program Management:
   1. Manages all requests for advances and monitors outstanding advances to ensure prompt follow up and submission of expense reports.
   2. Manages the Corporate American Express credit card. Submits new applications, disburses new cards to recent applicants, and cancels card when employee terminates employment and is no longer eligible for the card.
4. Receives and processes all restricted funds cash and cheques. Balances cash and cheques, prepares deposits for the bank. Identifies incoming electronic funds and wire transfers on restrictedly funded accounts, and provides the appropriate general ledger account numbers to credit the funds against. Administers file copies of cheques and uploads file copies to the Research Office database (Romeo).
5. Assists Restricted Funds accountants in approving purchase orders against research funds on a timely basis by verifying signing authority, funding availability, and assisting to determine eligibility based on Trent University and granting agency policies.
6. Accounts Receivable Management:
   1. Reviews restricted funds agreements/contracts to determine invoicing and HST requirements. Creates and distributes invoices to external funding agencies.
   2. Manages invoicing accounts receivable by updating and maintaining restricted funds accounts receivable spreadsheets; tracking invoices created and payments received. Reconciles accounts receivable spreadsheets on a monthly basis and provides a list of outstanding receivables to the Restricted Funds Accountants and Research Project Officers for follow up with granting agencies.
   3. Prepares monthly accounts receivable journal entries for interfacing into the general ledger system.
7. Closing restricted funds accounts activities:
   1. Provides assistance when unspent funds must be returned to research funding agencies or to a term expired university account by confirming the actual balance to be transferred after ensuring that all related expenditures have been allocated to the account. Prepares closing journal entry.
   2. Administers closing of research accounts ensuring accounts reflect a zero balance, are frozen, confirms financial reporting has been completed, confirms all funding has been received, removes signing authority and eFin access, stops monthly statement distribution, and ensures research files are updated and stored appropriately.
8. Reviews listing of overdrawn research and trust accounts. Works with Accounting Services staff to clear or validate all overdrafts. Track resolutions of all overdrawn accounts.
9. Assists with submission of completed financial reports to faculty and granting agencies on a timely basis.
10. Inputs data for research and trust journal entries into spreadsheets for interfacing into GL system (unrelated to accounts receivable journal entries).
11. Assists the Office of Research in the preparation of institutional and/or statistical reporting as required.
12. Holds a strong working knowledge of the financial policies and procedures of the Finance Office, the Research Office and the granting agencies.
13. Performs special tasks assigned by the Senior Manager of Accounting Services or Manager of Restricted Funds and Accounting.

**Analytical Reasoning**

*Indicate degree of complexity or difficulty of thinking and reasoning required by the job. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

Due to the diverse set of responsibilities within the Restricted Funds Clerk position there are varying degrees of analysis required.

1. Under the *Broader Public Sector Accountability Act* the Restricted Funds Clerk must be aware of the funding sources and determine if per diem meals are acceptable or if detailed receipts for each meal up to the assigned maximum is applicable. If the funding is provincially sourced then receipts must be scrutinized to determine which meal the receipt covers (breakfast, lunch, or dinner), if the expense exceeds the allowable maximum then the expense must be reduced, however if there are three receipts for the same day covering all three meal periods then a daily maximum is applicable. If the traveller was gone for a period of time then there may be additional factors to consider such as what the total maximum for the period would be, would it be applicable to this reimbursement, and are there enough receipts to support the period maximum.
2. Granting agencies are continually updating their policies to require financial administrators of research funds to provide increased accountability. For example, the Tri-Agency (effective November 1, 2015) has revised their policy regarding stationery supplies requiring purchases that could be deemed “office supplies” such as pens, file folders, binders, writing pads, etc. be justified by the researcher indicating how the item purchased is directly related to the research project. If expenses for stationery are included in the reimbursement report then the Restricted Funds Clerk must ensure that a sufficient justification is provided and bring this to the attention of the Restricted Funds Accountant for a higher level of scrutiny against the research project and budget. In order to review research purchases for compliance against Trent University policy and granting agency policy it is imperative that the Restricted Funds Clerk maintain a current knowledge base of all policies.
3. The Restricted Funds Clerk determines the HST requirements on items purchased and requested for reimbursement to ensure the appropriate tax was charged. If HST should have been applied but was not or was applied but at the wrong percentage, it is the responsibility of the Restricted Funds Clerk to self-assess HST to ensure Trent University is claiming the appropriate input tax credits and remitting the appropriate HST payable to the government.
4. Invoices must be reviewed for accuracy, ensuring calculations are correct and proper taxes have been applied. The Restricted Funds Clerk identifies any calculation errors and is responsible for notifying the individual who placed the order to obtain a revised invoice from the vendor. The Restricted Funds Clerk also ensures the proper taxes have been applied to an invoice and if necessary will determine the appropriate taxes and self-assess as required by the recent Canada Revenue Agency audit. As a result this has required an increased knowledge and understanding of taxation requirements and responsibilities.
5. Invoice line items must be reviewed by the Restricted Funds Clerk to determine whether an items is considered an inventory item. Based on the description and cost of the item, the Restricted Funds Clerk must determine if the items should be assessed as an inventory item. The invoice is then coded for inventory tracking and a flag set up in the financial system to request further review by the inventory expertise in the Finance Department.
6. Cancellation of cheques issued against restricted funds accounts. The Restricted Funds Clerk is responsible for investigating requests for cheque cancellations. Voucher back up is reviewed by the Restricted Funds Accountant to determine if the voucher requires voiding or if a correction will suffice in order to reissue the cheque. Once the review is complete the Restricted Funds Clerk will issue a request to Accounts Payable to stop payment on the original cheque and issue a new cheque.
7. Prior to invoicing the Restricted Funds Clerk must review the research agreement/contract to determine invoicing and HST requirements. Some of the details being reviewed are:
   1. Is an invoice required in order to trigger payment from the funding agency? Or is the invoice simply a tracking mechanism for payments that will be issued at a specified date?
   2. If an external invoice is required, are there any special requirements for the invoice? For example one of our granting agency requires a signed letter of confirmation from the VP Research regarding researcher time commitment, a spreadsheet documenting researcher time commitment, and a financial report, all of this is to be submitted with the invoice requesting payment.
   3. If an external invoice is required is HST applicable? The Restricted Funds Clerk must review the agreement for HST requirements if they are provided, however, often HST has not been indicated and the Restricted Funds Clerk must determine if the tax is applicable and if so at what rate? Rate is dependent upon the product/service researchers are providing and location of the receiving institution.
   4. If an external invoice is required where is it to be sent? To the attention of who? What methods of delivery are acceptable: mail, fax, or email?

**Decision Making**

*Indicate the degree of freedom to exercise initiative or act independently in making day- to-day decisions. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

Decision making in the Restricted Funds Clerk position varies in degrees of freedom. Reporting to the Manager, Restricted Funds and Accounting requires the Restricted Funds Clerk to be able to make decisions with little or no supervision as the manager is responsible for a diversified set of responsibilities as well as subordinates. Some of the areas where the Restricted Funds Clerk exercises decision making are:

1. Tax coding / Self-Assessing HST on expenses: The Restricted Funds Clerk reviews receipts/invoices for reimbursement/payment and determines the appropriate tax codes or if HST self-assessing is required. No one reviews the tax coding prior to processing payment, and are only reviewed when audited. There is no formal policy/procedure/guideline in the Finance Office detailing how to tax code or self-assess. Determining what is important when inputting reimbursements and invoices for payment into the financial system. Decides what needs to appear on the cheque stub to satisfy both the cheque recipient and the account holder/administrator. No one reviews these descriptions prior to payment being issued.
2. When keying reimbursements and invoices for payment the Restricted Funds Clerk is responsible for identifying inventory items based on description and price. There is no formal procedure or guideline indicating what types of items should be inventoried, the decision falls to the Restricted Funds Clerk to flag items that could be inventory items. The final decision however rests with the inventory expert in the Finance Office.
3. As part of the expense reimbursement review it is the responsibility of the Restricted Funds Clerk, as the first reviewer of the claims, to determine what policies (Trent or granting agencies) supersede the other. The Restricted Funds Clerk reviews the claims and applies the policy that she deems appropriate given the situation. Once the claim is complete to the satisfaction of the Restricted Funds Clerk, it is forwarded to the Restricted Funds Accountant for review at which time the accountant will review as well for policy implementation and will either agree with the Restricted Funds Clerk or make adjustments as necessary.
4. The Restricted Funds Clerk makes decisions regarding expense and revenue classification (object codes). During accounts receivable journal entry creation the Restricted Funds Clerk assigns revenue to the appropriate GL object code using factors such as the type of granting agency, if there is historical data available, etc. There is only one review of these codes by the Manager, Restricted Funds and Accounting prior to posting to the GL however, rarely is a change made. During expense reimbursement, purchase requisition, or vendor invoice review the Restricted Funds Clerk determines the object code for expenditures, or if an object code was provided confirms it is appropriate to the expense. Again there is only one other review of these object codes by the Restricted Funds Accountants after the code has been assigned by the Restricted Funds Clerk. Rarely do the Accountants correct the object codes assigned by the Clerk.
5. The Restricted Funds Clerk position requires the incumbent to be able to make decisions regarding priorities and how to handle competing priorities. For example, March 31st is the fiscal year end for our federal granting agencies which impacts a significant number of research grants. Therefore, processing all expenses and revenue for this time period for the impacted accounts is high priority, at the same time the Restricted Funds Clerk must ensure all revenue and expenses for all restricted funds accounts are processed as well for Trent’s month end process. By the time March is closed the Restricted Funds Accountant must reconcile the accounts receivable account for outstanding revenue for the federal grants, updating the monthly statement distribution list, and also must continue processing revenue and expenses for Trent’s fiscal year end of April 30th because this cannot fall behind at this time of year or there is a risk of impacting other sections of the Finance Department responsible for federal reporting and year end reporting.
6. Due to the Nature of Research Accounting changes to forms and policy requires input from the Restricted Funds Clerk and Accountants prior to any significant changes being made. For example, the expense reimbursement form is currently in the process of being updated. Management required the input of the Restricted Funds Clerk to ensure it met processing requirements as well as research requirements prior to implementing any changes and making the form accessible to the university community.
7. The Restricted Funds Clerk is responsible for determining the invoice and HST requirements for invoicing to external granting agencies. These invoices are not reviewed by anyone prior to submitting to the granting agency.

**Impact**

*Indicate the impact or consequence to the department or University of typical actions or decisions taken by the job incumbent. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

1. Decisions made by the Restricted Funds Clerk regarding tax coding and HST self-assessment can impact a wide variety of individuals, departments, granting agencies, and Canada Revenue Agency. If a tax coding error was made the restricted funds account could be over or under compensated for tax rebates which could result in over/under spending on granting agency funds. Overspending on an account results in account holders having to find another account where the over expenditure could be reallocated, the account holder’s department might have to absorb the expense, or if another account is not available then the account holder may have to personally reimburse the University for the over expenditure. If an account is underspent there is risk that the University may have to return the remaining funds to the granting agency. Tax coding decision errors could also affect HST input tax credits being reported to Canada Revenue Agency.
2. When inputting information into the financial system for reimbursement or invoice payments it is important for the Restricted Funds Clerk to pick the most relevant information to appear on the cheque remittance stub and in the account holder’s account. For example, requests by the Restricted Funds Accountants to return funds to a granting agency. If improperly keyed, the agency has no idea for which project Trent is returning the funds. Therefore, it is important to key return of funds plus an agreement or contract number. Some of our trust account holders and all of our research account holders have access to systems that allow them to see financial information updated daily. In these systems the account holder can click on reference numbers to drill down and see what was keyed in by the Restricted Funds Clerk. If the information is vague then the account holder cannot confirm what the expense was for and compare it to their records.
3. When keying reimbursements and invoices it is important for the Restricted Funds Clerk to identify items that may be considered inventory items. Failing to identify an item could result in errors in our inventory reports and financial statements.
4. When reviewing expense reimbursement reports and making decisions regarding which policies apply the Restricted Funds Clerk must be careful to apply the strictest policy. Failure to apply the appropriate policy could result in the agency deeming an expense ineligible, requiring the expense to be removed from the account and possibly funding having to be returned to the granting agency.
5. Decisions made by the Restricted Funds Clerk regarding the classification of expenses and revenue can impact many departments if coded incorrectly. For example, if revenue is not classified appropriately according to the source of the funding it can affect the revenue reports completed by the Manager, Restricted Funds and Accounting and the Budget Manager for the federal government. It can also affect the institutional reports completed by the Director of Research Services. Incorrectly classifying expenses can impact the financial reports completed by the Restricted Funds Accountants for granting agencies. As well, expenses not classified correctly can impact the Restricted Funds Accountants ability to verify the spending against the budget items.
6. Being able to manage your time, prioritize, and move quickly between tasks is imperative in the Restricted Funds Clerk position. Inability or failure to perform within this fast paced environment could impact individuals, departments, and granting agencies. For example, reporting deadlines require all expenses and revenue to be in the system prior to the end date failure to meet this deadline will delay reporting and may cause granting agencies to freeze all funding coming into Trent University. Month end requires the Restricted Funds Clerk to have deposited all incoming funds, provide GL number for all electronically received funds, have all expenses for grants that are ending input, complete and submit the monthly accounts receivable invoicing journal entries, etc. Failure to complete all these task by the time management wants to close can impact financial reporting to granting agencies, bank reconciliations are impacted due to the outstanding deposit items (both cheque and electronic deposits), account holders can be impacted if revenue and expenses are not processed because their financial statements will be inaccurate.
7. Decisions regarding HST requirements on invoices to external agencies could impact the University’s reports to Canada Revenue Agency regarding HST collected. Also, invoicing the wrong amount of HST or failing to invoice any HST could delay payment from granting agencies as they will have to request a corrected invoice before being able to issue payment.

**Education**

College Diploma (3 year) or General University Degree (3 year), with a Business or Accounting emphasis.

**Experience Required**

1. Minimum one year experience in a computerized accounting environment.
2. Proficiency in Microsoft Excel mandatory.
3. High degree of accuracy, efficiency, skills in proof reading; patience with auditing and repeated review of details.
4. Excellent interpersonal, verbal and written communication skills required; ability to interact professionally and effectively with all constituencies of the University community, as well as with external contacts.
5. Good knowledge of budgeting and accounting procedures and meticulous attention to detail.
6. Demonstrated ability to move rapidly between tasks and re-prioritize as required.
7. Strong working knowledge of sales tax and the University tax application tables relating to accounts receivable invoicing and accounts payable activities.
8. Ability to exercise judgement and confidentiality to handle sensitive data.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Indirect Responsibility

* During peak times, provides guidance to other Finance employees assisting with data entry and expense reimbursement auditing for restricted funds accounts. Corrects data entry errors made by AP support staff on restricted funds accounts.
* Oversees student and temporary employees performing special tasks for the restricted funds staff (closing files, pulling vouchers, etc.)
* Trains new and/or temporary staff within the restricted funds accounting department on all duties performed by the Restricted Funds Clerk.
* When related to restricted funds, provides guidance to co-workers regarding tax coding, accounts payable keying, and restricted funds requirements (i.e. acceptability of a receipt, signing authority, level of scrutiny required, etc.)

**Communication**

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals.*

Internal

* Faculty/Staff/Student Employees: answering queries in person, by phone, or by email regarding monthly account statements, eFin detail queries, expense reimbursement status or adjustments, policy discussions, procedure guidance, eligibility discussions, etc.
* Financial Services: ongoing dialogue
* Office of Research: ongoing dialogue

External

* Students: answering queries regarding expense reimbursement status or adjustments, policy discussions, procedure guidance, etc.
* Granting agencies: answering queries regarding invoices submitted, providing assistance regarding payment options.
* External auditors: providing required documentation, answering questions regarding procedures, answering queries regarding accounts receivable invoices, process, and payments.
* Visitors: answering queries regarding expense reimbursement status or adjustments, policy discussions, and procedure guidance.
* Vendors: answering queries regarding status of payment on vendor invoices.
* Other Universities/Colleges: answering queries regarding recovering costs procedures, communicating at regional conferences regarding research processes and how we handle different situations as they arise in research.

**Motor/ Sensory Skills**

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

* Fine motor skills/dexterity: Data entry input, requiring both speed and accuracy, using an adding machine, printing information in a legible manner.
* Hearing/listening: When communicating with people to ensure that information is communicated and received accurately.
* Visual: Reviewing reimbursements and vendor invoices; reading queries, explanations, and agreements/contracts, verifying numbers, analysis of general ledger reports, ability to read documents while keying information into the computer

**Effort**

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

Mental

* Sustained concentration: Required in verification of numbers and information; frequent interruptions result in increased effort required.
* Listening: In communications with faculty and staff in busy office conditions i.e. phones ringing, printers running, staff conversing, seated in open cubicle (no door to close)
* Focus: Must be able to shift priorities and mental focus between several tasks at one time in order to ensure work flow.

Physical

* Keyboarding: Required for data entry of accounts payable and accounts receivable, as well as communicating via email.
* Manual dexterity: Required for review of reimbursement reports and invoices, printing tax codes, inventory codes, account numbers, making notes for Restricted Funds Accountants, and providing brief reasons for decisions made.
* Sitting for long periods of time: review of reimbursement reports and data entry require the incumbent to sit for long periods of time. Back, hip, leg strain may result.
* Walking, Standing, Carrying & Bending: Filing, looking up vouchers or journal entries, retrieving print jobs or scanning/photocopying documents, transferring documents between the Finance and Research Offices, boxing closed files and moving the box to the archive rooms.

**Working Conditions**

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

Physical

* Repetitive motion to key for extended periods of time can contribute to back, neck, eye and wrist strain and stiffness.
* Sitting and concentrating for long periods of time
* Removed from Restricted Funds Accountants (currently spending the majority of their time at their workstations in the Research Office), Restricted Funds Clerk has to try and support her co-workers from a separate location.

Psychological

* Conflicting work priorities: Special assignments as required come into conflict with daily duties. Demands from faculty/staff, reporting deadlines, and urgent requests need constant attention.
* Changing deadlines/time pressures: Changing deadlines and time pressures are constant in this position. Must be flexible to move from one task leaving it uncompleted to concentrate on another task.
* Multi-tasking: This position requires the incumbent to be able to do or be aware of several situations, problems, projects at the same time.
* Frequent interruptions due to lack of privacy (cubicle environment) and separation from co-workers in Restricted Funds Accountants.
* Responding to complaints from public and staff regarding policy or process issues while having to maintain composure and professionalism.