**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Restricted Funds Assistant

**Job Number:** SO-424

**NOC:** 1431

**Band:** 5

**Department:** Financial Services

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

**Last Reviewed:** August 2, 2019

**Job Purpose**

Under the direction of the Manager of Restricted Funds 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. 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).
4. 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.
5. 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.
6. Assists with submission of completed financial reports to faculty and granting agencies on a timely basis.
7. Inputs data for research and trust journal entries into spreadsheets for interfacing into GL system (unrelated to accounts receivable journal entries).
8. Processing Graduate and Undergraduate Research Scholarship cheques when required.
9. Holds a strong working knowledge of the financial policies and procedures of the Finance Office, the Research Office and the granting agencies.
10. Performs special tasks assigned by the Senior Manager of Accounting Services or Manager of Restricted Funds and Accounting.

**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 Assistant.
* 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 Assistant 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.