#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Finance and Personnel Coordinator

**Job Number:** X-410 | VIP: 1701

**Band:** EXEMPT- 4

**NOC:** 0111

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Manager, Trent/Fleming School of Nursing

**Last Reviewed:**  December 1, 2021

#### **Job Purpose:**

Reporting to the Manager, the Finance and Personnel Coordinator will provide direct confidential support to the Manager and the Dean, Trent/Fleming School of Nursing. Working directly with the Dean and other senior administrative offices, the Finance and Personnel Coordinator will be required to maintain a high level of professionalism, confidentiality and discretion. This position is responsible for the administration of multifaceted activities including: decanal support, monitoring of budgets and financial statements, committee support, event planning, and general administrative support. Specifically, this position will support academic functions related to TUFA faculty, CUPE hiring, and teaching support.

#### Key Activities:

***Decanal Support:***

1. This position provides confidential and executive level administrative support to the Dean; manages the Dean’s calendar, organizes a variety of regular and special meetings directly involving the Dean, and acts as first point of contact to faculty, staff, students and external parties wishing to meet with the Dean.
2. Coordinates workflow, communications, processes and procedures for all work done in direct support of the Dean.
3. Provides information, advice, and assistance in order to ensure the effective and efficient use of the Dean’s time. Prioritizes and schedules appointments for the Dean's calendar.
4. Acts as primary and first point of contact in organizing and managing the day-to-day activities of the Dean; coordinates and schedules meetings by collaborating with multiple stakeholders/departments, internal and external to the University
5. Exercises judgement, tact and diplomacy regarding the scheduling and availability of the Dean.
6. Organizes travel arrangements and accommodation as required.
7. Processes expenses for Dean.
8. Prepares and manages meeting and committee documentation for the Dean.
9. Tracks follow-up, carry forward and action items as required as well as timelines/deadlines.
10. Responsible for informing Dean of any issues with Course Syllabi submissions and ensuring process is complete, following review by Program Coordinators.
11. Drafts and distributes correspondence that includes letters, memos, emails as required, e.g., academic warning letters to students.
12. Processes items for signature in a timely manner, e.g., Staffing Request Forms, articulation agreements, placement agreements.
13. Maintains discretion and confidentiality on all issues related to the Dean and related business.
14. Maintains up to date contact information for relevant stakeholders.
15. At the direction or in consultation with the Manager, alerts Dean, Front Office Team, Faculty, Program Coordinators of upcoming deadlines, and assists in the collection and preparation of materials.

***Financial Management:***

1. Manages the day-to-day financial transactions within the School, working closely with the Manager.
2. Prepares and processes expenditures, expense reimbursements, purchase requisitions and other charges to the decanal accounts using online software (Chrome River; online budget and requisition software).
3. At the direction of the Manager and the Dean, approves expenses and claims.
4. Reviews and reconciles monthly salary statements for part-time and full-time faculty members.
5. Responsible for the approval of timesheets and overall monitoring of payroll hours.
6. Responsible for collection of payroll information for all new hires; ensure all required documents are submitted to the Payroll office on time for Payroll processing.
7. Responsible for notifying HR/Payroll/Provost’s Office of staffing changes including new hires, resignations, leaves and salary adjustments.
8. Specifically reviews payroll GL for accuracy and resolves discrepancies as required.
9. Receives and resolves payroll inquiries and issues in consultation with Manager.
10. At direction of Manager, receives and processes payroll exceptions for TFSON faculty and staff.
11. Tracks and reconciles expenditures and monthly budget statements.
12. Follows up on any discrepancies as required.
13. Resolves any discrepancies and undertakes transfers as needed.
14. Initiates transfer requests.
15. Responsible for purchase of goods and services, e.g., furniture.
16. Manages Visa expenses for Dean and Manager.
17. Manages operating budget and day-to-day transactions.
18. Coordinates Start-Up accounts for new faculty as per the relevant faculty. Requests account set up and closure through the Office of Provost; reviews and monitors expenditures prior to Manager sign-off.
19. Coordinates Professional Expense claims for faculty as per the relevant policy; reviews and monitors expenditures prior to Manager sign-off.

***TUFA Support:***

1. Prepares, distributes, and maintains appropriate records of TUFA correspondence relating to: offers of employment; reappointment, permanency, tenure and promotion; merit; sabbatical; salary increase; overload teaching.
2. In consultation with manager, coordinates, tracks and supports hiring, including posting advertisements, drafts and distributes letters of appointment, processes acceptances by distributing to payroll and adding new instructors to Colleague. Tracks signed contracts.
3. Organizes Annual Performance review meetings with faculty members; drafts and distributes faculty performance outcome letters.
4. Drafts annual salary letters.
5. Tracks timeline for faculty personnel decisions; schedules progress review meetings with the Deans as per the collective agreement; drafts memo to faculty informing them of their eligibility for Promotion to Full Professor.
6. Tracks faculty EYS and drafts annual EYS letters to faculty.
7. Tracks sabbatical applications and reports based on 3 year sabbatical plan; responsible for requesting and collection of faculty sabbatical applications.
8. Tracks faculty cross-appointments.

***CUPE Support:***

1. In consultation with the Manager, coordinates and tracks hiring, working closely with the Assistant to post job postings/advertisements; drafts and distributes letters of appointment, processes acceptances by distributing to payroll and adding new instructors to Colleague. Tracks signed contracts to ensure vacancies are identified and filled.
2. Works with the Assistant to ensure Right of First Refusal list is accurate and current.
3. Prepares and distributes T2200 tax forms for part-time faculty annually.

***Committee/Event Support:***

1. Provides administrative support to committees chaired by the Dean; level of support will vary from committee to committee.
2. Assists with the organization of School-wide events as required, typically assists with School-wide events where Dean is key participant.
3. Initiates call for agenda items, compiles agenda package, posts/distributes agenda package, sends meeting reminders.
4. Books meeting space, orders catering, schedules meeting, provides Zoom links etc.
5. Drafts minutes for final approval.
6. Tracks follow-up and action items.

***Administrative Support:***

1. Guides and interprets Collective Agreements (TUFA, CUPE 1, CUPE 2, OPSEU) for coordinators, faculty and staff. Advises and ensures hiring processes and practices align with the relevant collective agreements, e.g., processes and deadlines.
2. Manages Shared Drive – monitors use of Shared drive, provides access and manages files.
3. Responsible for creating and maintaining email distribution lists for the School that include School-wide, for faculty only, for staff only.
4. In consultation with the Manager and Program Coordinators, develops and maintains an up-to-date instructor handbook and distributes to new faculty each term.
5. Confirms faculty are registered with College of Nurses Ontario, new hires and annual confirmations.
6. Create and maintain paper and electronic personnel record files for all TFSON staff and faculty. Retain files in accordance with University policy.
7. Maintains complete and comprehensive filing system of all relevant files, documents and correspondence including, committee minutes, official agreements, etc.
8. Maintains an advanced capability in information technology required for the effective functioning of the office including Zoom, Microsoft Teams and OneDrive.
9. Supports the Manager and Dean with staff hiring in the School, as required.
10. Monitors and tracks attendance for all staff and flags areas of concern to Manager.
11. Responsible for special projects and other duties as required.

#### Education Required:

Honours University Degree (4 years).

#### Experience/Qualifications Required:

1. Four years of experience providing confidential level administrative support, including budget/financial management.
2. Experience in a unionized academic setting working Collective Agreements.
3. Familiar with the Employment Standards Act, Human Resources Policies and Procedures, Academic Policies and Procedures.
4. Knowledge of Academic Programming Life Cycle (staffing plans, sabbatical process, academic calendaring, academic scheduling and registration procedures, departmental workflow).
5. Intermediate computing skills in using Excel, Word, Access.
6. Experience with AODA compliant document creation.
7. Experience working in a confidential environment requiring tact and diplomacy.
8. Excellent communication skills; ability to communicate with senior level management.
9. Demonstrated ability to take initiative, to use good judgment, to work independently and as a team member in a complex and multi-faced work environment.
10. Ability to multi-task, in a deadline oriented, high volume, fast paced and dynamic environment.
11. Ability to stay focussed and detailed oriented in a noisy and disruptive setting.