

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00712	Pay Grade:	6
JD Title:	Financial Coordinator	JD FTE Hours:	35
Job Family:	Accounting		

General Description

Responsible for applying specialized knowledge and understanding of financial policies and procedures to coordinate and process University financial transactions. Analyzes, records, classifies, and summarizes accounting data according to established procedures. Ensures accuracy and compliance with existing guidelines, policies, and procedures.

Representative Duties & Responsibilities

- Coordinate the collection, verification, analysis and reporting of financial data.
- Maintain the department's in-house business management and accounting system.
- Interpret and communicate applicable financial policies, procedures and guidelines to others.
- Assist with internal and external audits by preparing audit files and responding to auditor inquiries.
- Develop and deliver training and information sessions.
- Analyze data and assess for reasonableness.
- Assist with developing budgets for review and approval.
- Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Write a variety of document and reports such as procedure manuals, accounting reports, and financial statements.
- Perform various analyses and reconciliations of accounts.
- Generate reports and account statements and review for accuracy.
- Provide training and guidance to others on relevant accounting procedures and the use of financial systems.
- Generate reports and account statements and review for accuracy.
- Calculate, prepare and issue invoices, cheques, account statements and other financial statements according to established procedures.
- Receive, send, sort, verify, process and prepare various documents such as purchase orders, invoices, cheque requisitions, receivables, payables, and shipping documents.
- Process, verify, and balance financial records and business transactions, such as accounts payable, accounts receivable, and payroll.
- Investigate discrepancies using established procedures.
- Monitor and reconcile statements and participate in the reconciliation of accounts.
- Prepare and generate a variety of scheduled and ad hoc reports.
- Update, maintain, and verify information in a variety of spreadsheets and databases.
- Balance and control cash receipts, including floats, petty cash and cheques.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Create spreadsheets including complex formulas and equations.
- Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
- Maintain filing systems, both electronic and hard copy.
- In the absence of other staff, identify persons requesting access to the reactor and grant access to facility upon recognition.
- In the absence of other staff, greet visitors, answer or redirect general inquiries.

Supervision

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff.

Qualifications

- 2 year Community College diploma in Accounting or a related field of study.
- Requires 4 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents and validate data.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information, writing a variety of formal notes and records, and entering data into a variety of spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Responding independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
 - Utilizing discretion and judgement to screen visitors and telephone calls, and notify appropriate personnel.
 - Coordinating the calendar of supervisor and resolving scheduling conflicts.
 - Monitoring and reconciling accounts.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Analyzing data and assessing for reasonableness.
 - Interpreting financial policies, procedures and guidelines.

Working Conditions

Physical Environment:

- Frequent exposure to loud and irritating noise generated by the reactor access control entry buzzer.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD #:	JD00712	Pay Grade:	6
JD Title:	Financial Coordinator	Total Points:	438
Job Family:	Accounting		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.5	37
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	2.0	10
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5