

Nipissing University
POSITION DESCRIPTION

JOB TITLE:	Research Accountant
DEPARTMENT:	Finance
CLASSIFICATION:	Coordinator D
WAGE GRADE:	WG 80
EMPLOYMENT DEFINITION:	Full-Time Support
SUPERVISOR:	Manager, Financial Reporting

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Financial Reporting, the Research Accountant is responsible for the administration of various projects to ensure financial project information is properly reviewed, documented and reported based on the requirements of funding bodies, internal policies and procedures and generally accepted accounting principles. This position supports the research personnel in the financial management of their research funds and provides information and education to ensure the effective and efficient use of grant funds. This position will also ensure financial compliance with other departmental contracts/projects.

DUTIES & RESPONSIBILITIES:

Assist the Office of Research and Graduate Studies

(40%)

- Responsible for detailed financial management and understanding of various programs, (i.e. Canada Foundation for Innovation (CFI), Canada Research Chairs (CRC), Ontario Innovation Trust (OIT), Ontario Research Fund (ORF), SHARCNET, Natural Sciences and Engineering Research Council of Canada (NSERC) and Social Sciences and Humanities Research Council of Canada (SSHRC), Canadian Institutes of Health Research (CIHR) and others
- Responsible for ensuring that applications, award budgets and financial reports are completed by the required timeline
- Responsible for preparing and submitting the reporting documents for external granting agencies, such as the annual Form 300 reporting for the NSERC, SSHRC and CIHR grant holders and Indirect research grants, within the required timeline for submission
- Facilitate budget process for CFI applications
- Serve as main liaison and financial contact for CRC, CFI and MRIS
- Liaises with the appropriate institution program/ finance advisors of the external funding agencies
- Identify improvements to existing procedures as well as provide appropriate information/education/advice to the university faculty about its policies and procedures as they relate to the Research grants and Infrastructure awards
- With the assistance of the Research Coordinator, report and coordinate at each step of the infrastructure program process
- Communicate university and funding agencies policies and procedures to new researchers promptly
- Assist the Research Coordinator in the planning of training modules for various grants and awards
- Ensure that an Ethics Certificate from the Research Ethics Board or Animal Care Committee has been obtained prior to releasing grant funds and account to researchers
- Discuss current status of a project, financial details, budgets, cash flow as well as funding and potential financial challenges
- Respond to inquiries and issues unique to research (i.e. Post Doctoral Fellowships)
- Collaborate with Research Coordinator to develop and maintain research metrics and measures
- Research policy development and oversight, including (i.e. Internal and external research funds and awards)

- Prepare research financial information to assist the Office of Research Services and the Office of Graduate Studies in their various funding bodies

Financial Transactions

(40%)

- Evaluate expenditures and determine the most appropriate method of recording and reporting the research activity
- Ensure compliance with internal and external policies & procedures, regulations and contract restrictions, i.e. Research Tri Council Guidelines(NSERC/SSHRC.CIHR), Income tax act, Charity legislation
- Evaluate transactions related to employment and income tax to ensure they are eligible under grant programs, contractual arrangements and current legislation or laws
- Verify information for efficient and accurate recording of financial information in order to provide the relevant financial position to the researcher to ensure timely recording of adjustments and transfers
- Prepare billing and invoices for payment requests in a timely and accurate manner to promote positive cash flow
- Monitor and process global and individual payments to ensure effective cash and receivable management
- Monitor and analyze research accounts against budgets to ensure targets are met and resolve any variances
- Review and certify that purchases made with research grant funds are within the research award guidelines
- Respond to questions from researchers regarding the status of their research accounts and assist the researchers in understanding their research budgets based on the research agreements in effect
- Ensure the accuracy and compliance of reports with the various sponsor programs policies and procedures as well as the University policies and procedures
- Perform periodic reviews throughout the fiscal year of the internal and external research accounts to ensure that account balances are reasonable based on funding agreements, the University's matching contribution, timing of research activities, etc.
- Coordinate and prepare financial audits for research grants - prepare working papers, liase with researcher, auditor and funding agency, prepare financial statements
- Prepare Statements of Funding and Expenditure in accordance with the terms and conditions of the grants and contracts

Other

(20%)

- Ensure financial compliance by assisting with the preparation and review of financial reports and other contracts (ex: SPP, BComm Partnership, Nursing, reporting to Ministry for various reports, etc.)
- Provide advice and assistance to the Manager, Financial Reporting regarding appropriate terms of service contracts and agreements for risk mitigation and management
- Support the Coordinator of Graduate Studies with internal and external scholarships, awards and financial support for graduate students

Any other duties as assigned.

QUALIFICATIONS:

Education:

A four-year Bachelor of Business Degree, with an Accounting Stream, from a recognized university is required.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Minimum three years of related work experience in a computerized accounting environment

- MS Office Suite (Excel, Word)
- Ellucian Colleague
- Informer
- Knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting
- Ability to work independently and think critically
- Ability to set priorities and initiate and manage multiple ongoing projects
- Strong analytical, problem solving skills
- Strong attention to detail
- Ability to work with minimal supervision
- Ability to work under pressure
- Excellent organizational and interpersonal skills
- Conflict management – potential arguments over expense eligibility for reimbursement
- Ability to recognize errors
- Ability to efficiently research tax, accounting and other finance topics and interpret information
- Time management skills
- Effective written and oral communication skills
- Ability to maintain confidentiality
- Knowledge of services available at the University
- Knowledge of Ministry reporting requirements for annual COFO reporting

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Financial Reporting

Internal Contacts: Staff, students, faculty

External Contacts:

- Canada Foundation for Innovation (CFI)
- Ministry of Economic Development and Innovation (MEDI)
- Ministry of Research, Innovation and Science
- Canada Research Chair
- Tri-Agency (NSERC, SSHRC, CIHR)
- IRAP
- NOHFC
- FedNor
- Other Universities and Colleges (Canada-wide)
- Canadian Association of Research Administrators (CARA)
- Suppliers
- Auditors

MATERIALS UTILIZED:

- Ellucian Colleague Financial System
- General Office Equipment

PHYSICAL / MENTAL DEMANDS AND WORKING CONDITIONS:

- Light to sedentary demands
- Intense mental and visual concentration
- Data entry (keying)

- Some conflicting demands/requests
- Regular interruptions

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please print)

Employee Signature

Date

Approvals

Supervisor

Date

Assistant Vice-President, Human Resources & Equity

Date