

Nipissing University JOB DESCRIPTION

JOB TITLE:	Financial Coordinator, Accounting and Reconciliation
DEPARTMENT:	Finance
CLASSIFICATION:	Coordinator C
WAGE GRADE:	WG 70
EMPLOYMENT DEFINITION (STATUS):	Full-time Support Staff
SUPERVISOR:	Manager, Budgeting and Accounting

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Budgeting and Accounting, the Coordinator will be responsible for providing financial and administrative support. This includes reconciliation of various general ledger accounts, processing journal entries, bank reconciliations, researching various accounting and tax scenarios and assisting the Manager, Budgeting and Accounting with internal and external reporting requirements. Providing these services in an effective and efficient manner will ensure that the University finances are accurate and up to date.

DUTIES AND RESPONSIBILITIES:

ACCOUNTING

(40%)

- Analyze general ledger accounts and prepare necessary journal entries
- Prepare monthly general ledger account reconciliations for review and approval
- Assist with the preparation of year-end adjusting entries and accruals
- Assist with the reconciliation and reporting of shared services with Canadore College and other external partnerships
- Organize year end audit file
- Assist auditors with requests for information
- Assist faculty/staff with accounting enquiries
- Provide research assistance regarding various accounting, taxation and other financial matters
- Provide assistance in monitoring and investigating budget to actual variances

BANK RECONCILIATIONS

(40%)

- Prepare monthly bank reconciliations for the University's operating accounts using the financial accounting system and provide to the Manager, Budgeting and Accounting for review and approval
- Process adjustments, as necessary from the reconciliation process
- Upload visa transactions to Colleague
- Reconcile visa transactions
- Analyze and prepare account reconciliations as requested

FINANCIAL REPORTING

(10%)

- Assist in the preparation of various internal financial reports, such as financial statements for presentation to the Audit and Finance Committee of the Board of Governors, budget to actual reporting for various departmental meetings and other ad hoc requests
- Assist in the preparation of financial projections to be used for planning and budgeting purposes
- Assist in the preparation of year-end financial reports, audited financial statements, Ministry reporting (i.e. COFO report), etc.

- Provide assistance in the compilation of the University's annual budget package for presentation to various internal committees

OTHER DUTIES

(10%)

- Coordinate and compile appropriate background information on projects and issues
- Assist in the development and preparation of departmental policies and procedures
- Provide assistance in responding to ad hoc requests and questions received from other departments regarding general Finance policies and procedures
- Provide assistance to the Manager, Budgeting and Accounting in automating manual financial processes and other special accounting based projects
- Assist in compiling information required to complete the University's charity return

Any other duties as assigned.

QUALIFICATIONS:

EDUCATION: A four-year Bachelor of Business Degree in an Accounting Stream from a recognized university and a Chartered Professional Accounting (CPA) designation is preferred.

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

Training, Experience, Knowledge & Skills Required:

- Two to three years of related work experience in a computerized accounting environment is required.
- Extensive use of MS Office Suite (Excel, Word, etc.)
- Experiencing using Ellucian Colleague and Informer
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting
- Excellent attention to detail and accuracy
- Demonstrated ability to take initiative and achieve results
- Demonstrated understanding of internal controls
- Demonstrated understanding of tax requirements applicable to fees, charges, payments and other transactions within the context of the University environment
- Ability to work with minimal supervision
- Ability to work with tight and concrete deadlines
- Ability to input data accurately and quickly
- Excellent organizational, interpersonal and time management skills
- Ability to handle multiple tasks and requests concurrently
- Ability to efficiently research tax, accounting and other finance topics and interpret information
- Effective written and oral communication skills
- Ability to maintain confidentiality
- Excellent mathematical skills
- Understanding of the post-secondary sector
- Knowledge of the University's chart of accounts
- Knowledge of Ministry reporting requirements for annual COFO reporting

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Budgeting and Accounting

Internal Contacts: Staff, faculty, students

External Contacts: Auditors, Government Agencies, Banks and Lending Institutions, Canadore College, Partnership Institutions, Student Union

MATERIALS UTILIZED:

- Ellucian Colleague
- General office equipment
- Microsoft office software

PHYSICAL / MENTAL DEMANDS AND WORKING CONDITIONS:

- Some intense mental and visual concentration
- Light to moderate physical demands
- From time to time may have to lift up to 35 pounds (file boxes, bank deposit bags, etc.)
- Frequent interruptions which require constant evaluation of work priorities
- Continuous learning
- Some pressure when meeting deadlines

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