

Nipissing University

JOB DESCRIPTION

JOB TITLE: Financial Coordinator, Accounting and Budgeting

DEPARTMENT: Finance

CLASSIFICATION: Coordinator C

WAGE GRADE: WG 70

EMPLOYMENT DEFINITION (STATUS): Full-time Support Staff (Contract)

SUPERVISOR: Manager, Financial Reporting

DATE: October 2025

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Financial Reporting, the Coordinator provides financial and administrative support for the department. Duties include reconciling general ledger accounts, processing journal entries, preparing account reconciliations, assisting with budget tracking, and supporting internal and external reporting requirements. The Coordinator helps ensure financial records are accurate, organized, and up to date, contributing to the smooth operation of the University's financial services.

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 organization of year end audit file
- Assist auditors with requests for information
- Provide assistance in monitoring and investigating budget to actual variances

FINANCIAL REPORTING AND BUDGETING (30%)

- 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
- Provide assistance in the compilation of the University's annual budget package for presentation to various internal committees
- Assist in preparation, entry, and adjustment of budget-related data, including processing budget moves

RECONCILIATIONS (20%)

- Prepare monthly account reconciliations for the University's accounts using the financial accounting system and provide to the Manager, Financial Reporting or Director, Finance for review and approval
- Process adjustments, as necessary from the reconciliation process
- Analyze and prepare account reconciliations as requested

OTHER DUTIES

(10%)

- Coordinate and compile appropriate background information on projects and issues
- 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, Financial Reporting in automating manual financial processes and other special accounting based projects
- Assist in compiling information required to complete the University's government remittances
- Assist staff and faculty in finance related inquiries

Any other duties as assigned.

QUALIFICATIONS:

EDUCATION: A four-year Bachelor of Business Degree in an Accounting stream from a recognized university or a three-year Accounting or Business diploma from a recognized college

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
- to work with tight and concrete deadlines
- Ability to input data accurately
- Excellent organizational, interpersonal and time management skills
- Ability to handle multiple tasks and requests concurrently
- 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

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Financial Reporting

Internal: Staff, faculty, students

External: Auditors, Government Agencies, Partnership Institutions

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

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Approvals

Supervisor

Date

Human Resources

Date