

JOB DESCRIPTION

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

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Financial Aid & Financial Services, the Coordinator will be responsible for the timely and accurate processing of all electronic payments made to the University. This includes daily reconciliation of cash sessions, preparation of bank deposit, reconciliation of various general ledger accounts, preparing and recording journal entries, researching various accounting and tax scenarios and assisting the Manager, Financial Aid & Financial Services with internal and external reporting requirements. The Financial Coordinator will work with the Accounts Receivable clerks, to ensure financial services are accurate, up to date and completed in an effective and efficient manner.

DUTIES AND RESPONSIBILITIES:**PROCESS ELECTRONIC PAYMENTS, INVOICING AND RECONCILE CASH SESSIONS****(60%)**

- Securely obtain, verify and accurately process OSAP (Ontario Student Assistance Program) and CSLA (Canada Student Loan Act) payments in Ellucian on a daily basis
- Receive, verify and accurately process online banking payments made by students on a daily basis, including international payments.
- Reconcile electronic Webcashier payments received from students, donors and other external parties processed through PayPal on a daily basis and ensure that any credit card charges or other fees are properly recorded
- Monitor bank statement on a daily basis and coordinate / verify that all electronic payments made to the University are recorded accurately in Ellucian, including grant payments, research, etc.
- Download event/conference payments weekly
- Generate invoices on a daily basis ensuring all information is accurate (corporate, internal, external)
- Accurately record and reconcile trust and fundraising bank account transactions
- Maintain electronic log of all sequentially numbered cash receipt sessions
- Problem solve and rectify issues with various internal departments and external parties (ie. government entities, OSAP, CSLA Bank etc.)

ACCOUNTING**(30%)**

- Analyze general ledger accounts and prepare necessary journal entries
- Prepare general ledger account reconciliations for review and approval
- Prepare journal entries for Print Plus and other departments
- Preparation of year-end adjusting entries and accruals in accordance with generally accepted accounting principals
- Organize year end audit file
- Assist auditors with requests for information
- Provide research assistance to the Manager, Financial Aid & Financial Services regarding various accounting, taxation and other financial matters

OTHER DUTIES

(10%)

- Coordinate and compile appropriate background information on projects and issues for the Manager Financial Aid & Financial Services
- Assist in the preparation of departmental policies and procedures
- Respond and investigate ad hoc requests and questions received from other departments regarding general finance policies and procedures
- Assist the Manager Financial Aid & Financial Services in automating manual financial processes and other special accounting based projects
- Problem solve and assist Accounts Receivable clerks and Financial Aid staff with issues and coverage when needed
- Assist in reviewing the work done by the Accounts Receivable clerks to ensure their services are completed in an efficient manner

Any other duties as assigned.

QUALIFICATIONS:

EDUCATION: Three year Accounting 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:

- Three to four 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
- Understanding of internal controls
- 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 and under pressure
- Ability to input data accurately and quickly
- Excellent organizational and interpersonal skills
- Ability to recognize errors and have a great attention to detail
- Ability to handle multiple tasks and requests concurrently
- 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
- Good mathematical skills
- Knowledge regarding services available at the University
- Knowledge of the University's chart of accounts
- Knowledge of Ministry reporting requirements for annual COFO reporting

RELATIONSHIPS / CONTACTS:

Supervised by: Manager Financial Aid & Financial Services

Internal contracts: Staff, faculty, students

External contacts:

- Auditors

- Government Agencies
- Banks and Lending Institutions
- Canadore College
- Partnership Institutions
- Student Union

MATERIALS UTILIZED:

- Software: Ellucian Colleague
- General office equipment

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Some intense mental and visual concentration
- Light to moderate physical demands
- Occasional lifting 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

Assistant Vice-President, Human Resources & Equity

Date