

Finance Proc. Spec 5 (Gr 7)

Job Summary

This position performs duties of an advanced and complex nature in support of the department's financial and related HR & administrative activities for the Faculty of Law's research, endowment, special purpose, fee for service and general operating accounts.

Organizational Status

Reports to the Finance Manager.

Work Performed

Handles all aspects of financial management support on the Faculty of Law's general operating, endowment, special purpose, research, fee for service and conference/agency funds, including variance tracking and deficit management. Monitors, reconciles and investigates errors and exceptions in accounts, based on portfolio assignment.

Financial Activities:

- Prepares complex financial documentation for data entry into the Workday system. This requires extensive knowledge of UBC policies and financial guidelines and Generally Accepted Accounting Principles with excellent numeracy and investigative skills.
- Investigates and resolves errors and discrepancies in financial data. This requires complex monthly reconciliations; tracking of revenues and expenses, regular follow-up on outstanding items, liaising with staff, students and vendors, identification of discrepancies and verification and correction of data entry items
- Prepares financial documentation for data entry into Workday such as cash receipts, accounting journals, UBC Visa card reconciliations, travel claims and requisitions for payments which requires verification of account coding, signing authorities, appropriateness of expenditures, and adherence to University policies and Generally Accepted Accounting Principles.
- Assists with University year-end financial statement preparation by performing duties such as year-end accruals.
- Monitors, reconciles and investigates errors and exceptions related to payroll, accounts receivable, Consolidated Banking Module (CBM), donations etc.
- Prepares payments for non-resident visiting lectures for services rendered.
- Prepares complex reports and statistics as required by the Finance Manager and/or Finance Director.
- Handles the accounts receivables for the Faculty of Law. Prepares invoices for the collection of funds due (ex: contribution from law firms for competitive moots). Follow-up with customers on payments and liaises with Revenue Accounting on incoming wire payments to ensure these are recorded to the correct revenue category and worktag.
- Handles the accounts payable for the Allard School of Law. Initiates purchase requisitions, supplier invoices, student reimbursements, faculty relocation, and all employee reimbursements.
- Prepares monthly reconciliation of project/grants.

- Prepares monthly reconciliation of all cash receipts/donations etc. to WorkDay ledgers to ensure all monies expected are received; follows up on discrepancies.
- Processes the Professional Development Reimbursement claims made by Faculty members.
- Prepares financial or ad hoc reports as requested by Financial Manager.
- Acts as alternate Petty Cash Custodian and administers parking passes.
- Helps with the maintenance of FDM elements (e.g., Cost Center, Program/Project/Gift/Grant, program/activity, etc.); recognizing when a new program worktag is required and assessing when old ones need to be updated and/or closed.
- Investigates and resolves contentious issues involving vendors, liaising with University's Supply Management, and Central Financial Operations team.
- Assist with faculty and staff training to facilitate understanding of existing financial and accounting procedures and systems, including use of WorkDay.
- Performs other duties in keeping with the qualifications and requirements of the job and works on any special projects
- Provide assistance or coverage to the finance team as needed

Human Resources:

- Prepares and processes appointments for hourly undergraduate and graduate students. Maintains records of all student appointments. Ensures all monthly and hourly student appointments are correctly paid. Resolves payroll problems.

Administration:

- Maintains, modifies and revises financial procedures manual.
- Reviews the work of others when required, checking accuracy and compliance with policies and procedures. Makes recommendations and participates on committees to improve efficiency and effectiveness of processes.

Communication:

- Responds to written, telephone and in person inquiries; assists faculty, staff and students by providing information, and interpreting policies and procedures as they relate to finance (ex: travel policy).
- Assists faculty members on the interpretation of financial statements.
- Interprets financial rules and policies and communicates policies to faculty, staff and students.
- Communicates with the University's central departments such as, Financial Operations, Research Finance, Budget Office, Payroll etc.

Performs other duties, as required.

Consequence of Error/Judgement

This position is responsible for ensuring all financial information in Workday is accurate, appropriate and substantiated with back-up support.

Errors could result in long-term planning, over/under expenditures/revenues, overpayment or non-payment of invoices, incorrect units charged and delays in payments.

Poor handling of complaints can damage guest and supplier relations and as a result repeat business and supplier contracts may be lost.

Supervision Received

Establishes own priorities in accomplishing work, receives instructions only on unusual problems. Work is done with minimal supervision. Performs duties independently, consults with the Finance Manager on new and complex problems.

Supervision Given

Formally trains new staff on financial procedures and processes.

Minimum Qualifications

High school graduation, plus Certificate in Accounting or Payroll CPA Level 1, plus four years of related experience, or an equivalent combination of education and related experience.

Preferred Qualifications

High School graduation. Certificate in Accounting or Payroll CPA Level 1 and Suitable for someone with a goal of attaining their CPA designation. 4 years related experience or the equivalent combination of education and experience. Preference is given to candidates with WorkDay on-line training and certification. Accounting experience required.

Skills

Strong analytical and problem-solving skills.

Attention to detail and maintain a high level of accuracy with a thorough knowledge of UBC policies and Generally Accepted Accounting Principles.

Ability to multi-task, work under pressure and prioritize work to meet deadlines. Ability to adapt to changing priorities.

Strong teamwork and collaborative skills with the ability to work independently.

Ability to exercise sound judgment, tact and discretion when handling confidential and sensitive information. Strong initiative, work ethic and integrity are required.

Excellent oral and written communication, interpersonal and organizational skills.

Strong working knowledge of Excel and ability to work proficiently in various operating software.