

Financial Coordinator – Job Ad

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students, and is essential to fostering an outstanding work environment. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

This position is responsible for the management of the financial functions within UBC Peter A. Allard School of Law. Major responsibilities include: overseeing the management of the general ledger (GL), accounts payable (AP) and purchase requisitions; management of research funds including addressing deficits that may result from research operations; prepare financial reports, budget planning and monitoring; developing and monitoring of financial control systems; performing financial planning exercises, cost analysis to ensure efficient use of resources and providing financial analysis and recommendations to support budget proposals for grant applications. This position supports Allard School's budgeting process, including analyzing statistical variances and performing budgeting and forecasting.

Organizational Status

This position reports directly to the Finance Manager. Works independently and receives direction from the Finance Manager on unusual situations or circumstances; will supervise unionized staff and/or Work Learn students. Provides financial advice to faculty members, staff and researchers on the management of research grant and contract accounts; and acts as the law school's liaison with other academic, administrative and financial units in the University including financial officers in Financial Services, Research Services, Supply Management and other central University services.

Work Performed

The key functions of this position include providing complex management and coordination for financial operations, research finance, special projects and financial reporting for the Faculty:

- Recommends, develops, and is responsible for ensuring implementation of policies, standards, procedures and budgetary controls for financial and budget issues; ensuring that adequate financial controls are in place for the law school;
- Assists the Finance Manager with overall financial planning for multiple budgets across the faculty, by assessing the impact of surpluses/deficits and analyzing variances; ensures cost-effectiveness of expenditures. Develop and provides guidance, training, and advice to faculty and staff who are budget managers regarding control and management of their accounts;
- Provides higher level supervision and support of the law school's quarter-end and year-end financial activities; ensures all revenues and external/internal cost recoveries are correctly accounted for and recorded;
- Works with Finance Manager on year-end reconciliation of accounts; ensures that all revenues and external/internal cost recoveries have been received and are correctly accounted for and recorded; provides financial information to internal and external auditors;
- Research Grant Management: Manages research grants for the Faculty, by tracking commitments and incoming funds, and monitoring research accounts to ensure that funds are expended according to the contractual agreements and avoid sustained deficit balances

- Oversee grant-related expenditures; manage and monitor all grant-related expenses, ensuring compliance with eligibility criteria. This includes transferring funds as needed, evaluating financial priorities within grants, and generating variance reports. Provides strategic advice and recommendations to address potential issues or inconsistencies. Collaborates with the Finance Manager to implement approved action plans.
- Receive, review, and process purchase requisitions for accuracy and compliance with financial policies. Ensure all requisitions have the necessary approvals and align with the budget, then create purchase orders and liaise with vendors to facilitate timely procurement.
- Analyze spending for both grant related and GPO budgets, comparing actual spending to budgeted figures, providing detailed reports as required.
- Assist the Finance Manager in the preparation of budgets by gathering financial data, analyzing historical trends, and projecting future expenses. Support the forecasting process by providing accurate financial models and variance reports to ensure alignment with organizational goals and financial strategies.
- Provides direct financial expertise to researchers from receipt of grant funding through completion by working closely with researchers and Financial Specialists to ensure that SSHRC and other agency funding are properly accounted for and that budget anomalies are brought to their attention with guidance for resolution;
- Advises Faculty Primary Investigator on resolving grant deficits and prepares budgets and grant reports as required by PI or granting agency;
- Conducts internal reviews to ensure proper management of funds as per contract agreements and funding agencies' guidelines.
- Supervises Financial Specialists to monitor financial activity within the faculty throughout the fiscal year.
- Supervises the Finance Specialists' review of payments and reimbursements, to ensure compliance with Allard and UBC standards, and monthly reconciliation by Specialists to the general ledger. Escalating exceptions to the Finance manager when needed;
- Supervises the Finance Specialists' monthly reconciliation of the general ledger and statements of salaries and wages. Ensure the Payroll department makes all necessary adjustments and corrections. Advises on escalated issues and exceptions.
- Maintains current knowledge of financial policies and procedures update them to ensure all parties are adhering to university, external agency, and GAAP policies and procedures; and
- Performs other related duties as required.

Consequence of Error/Judgement

Errors could affect the financial position of the School and individual faculty members, harming relationships with grant partners and government funding organizations. Errors in judgement would have serious effects on the Law School's ability to carry out its mission and function. Failure to provide accurate and timely account reports would make it impossible to effectively manage the School and its projects.

Supervision Received

The incumbent works independently at a professional accountant level to produce a product that requires little detailed review. Work is reviewed in terms of long-range goals and objectives by the Finance Manager. Overall administration of the School's financial activities is determined in consultation with the Finance Manager and Assistant Dean, Finance & Administration. The position requires a high degree of executive, independent decision-making ability, organizational and leadership skills, and

demonstrated judgement and discretion. The Finance Manager (or Assistant Dean, Finance & Administration) is consulted on decisions of strategic significance.

Supervision Given

The incumbent will provide day-to-day supervision of the Financial Processing Specialists, as well as temporary employees, including student assistants. They will provide direction, guidance, and support in their daily activities. This role works in conjunction with the Finance Manager to develop and manage performance of the Financial Processing Specialists.

Minimum Qualifications

Undergraduate degree in a relevant discipline. Completion of at least 7 of the 14 CPA academic prerequisites. Minimum of two years of related experience, or the equivalent combination of education and experience.

Willingness to respect diverse perspectives, including perspectives in conflict with one's own. Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

Preference for a Degree in Accounting and those who have completed a CPA designation.

Ability to develop and monitor budgets and prepare financial reports

Experience in an academic setting working with research grants and/or academic financial administration

Ability to identify, obtain, and effectively manage organizational resources (e.g., people, materials, assets, budgets)

Requires the ability to exercise tact, confidentiality, and discretion

Ability to analyze problems, identify key information and issues, and effectively resolve

Ability to be thorough, accurate, and have a high level of attention to detail

Exceptional interpersonal skills and demonstrated experience working with a diverse population and work environment, identify and respond to contentious or politically sensitive issues with discretion

Ability to make thoughtful, informed, and thorough decisions

Ability to develop and implement policies and procedures

Proven ability to supervise, train, and manage staff

Ability to effectively manage multiple tasks and priorities

Excellent communication (verbal and written) skills, including accurate grammar, spelling and proofreading

General proficiency with standard office and audio-visual equipment

Ability to work effectively independently and in a team environment