#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Special Funds Administrator

**Job Number:** SO-481 | VIP: 2025

**Band:** OPSEU-8

**Department:** Financial Services

**Supervisor Title:** Assistant Director, Research Finance and Special Reporting

**Last Reviewed:**  September 10, 2024

#### **Job Purpose:**

The purpose of this position is to reduce the risk to the university through proactive financial management of external restricted funding in reviewing special purpose expenses for eligibility and availability of funds and maintaining accurate and up to date reconciliations of endowment tracking spreadsheets.

The position requires interpretation of Trent University and external granting agency policies as well as external contracts and related procedures. The Special Funds Administrator provides finance and compliance expertise to account holders, administrative staff, and project staff/students. A strong working knowledge of all the relevant policies must be maintained to contribute to the efficient and effective management of special purpose funds through the review of expenses as well as timely preparation and distribution of invoices and any related journal entries.

This position will liaise with staff and faculty across the University (including grant and trust account holders and the Advancement Office), will work regularly with highly sensitive and confidential information from both internal and external sources, and will be required to assist external auditors in the audit of sponsored funding and expenditures.

#### Key Activities:

##### Restricted Funds Compliance

* Reviews special purpose expenses including but not limited to:
  + Out of pocket expense reimbursements
  + Credit card transactions
  + Purchase requisitions
  + Requests to pay (invoices)
  + Payroll requests
  + Internal charges
* Checks to ensure the expenses are eligible and documented according to the terms of the relevant funding agreements and any applicable budgets. Uses judgment on matters where the agency terms are unclear. Checks the balances of the associated accounts to ensure adequate funds are available and ensures appropriate approvals were obtained.
* Follows up with account holders, as required, to sort out any other issues that arise during the review of expenses and provides advice on potential solutions.
* Provides finance expertise and responds to queries from account holders regarding eligibility of expenses and procedures for payment from special purpose grants.
* Supports Senior Finance Accountant in providing periodic updates on funds balance and supporting account holders as needed when they are reviewing their account(s).

##### Information Management

* Manages all requests for cash advances and monitors outstanding cash advances to ensure prompt follow up and submission of expense reports.
* Documents and provides clear and efficient procedures for account holders to apply as needed (e.g., how to look at your accounts in Self Service, how to complete an expense reimbursement report, how to complete an online requisition for special purpose accounts, etc).

##### Accounts Receivable Management

* Reviews restricted fund agreements/contracts to determine invoicing and HST requirements. Creates and distributes invoices to external funding agencies.
* Manages invoicing accounts receivable by updating and maintaining restricted fund accounts receivable spreadsheets; tracking invoices created and payments received. Reconciles accounts receivable spreadsheets on a monthly basis and prepares a list of outstanding receivables for follow-up with granting agencies.
* Prepares monthly accounts receivable journal entries for interfacing into the general ledger system.
* Follows up with granting agencies on outstanding receivables in a timely manner.
* Prepares year end AR and Revenue working papers for Auditors.
* Identifies incoming electronic funds and wire transfers on special purpose accounts, and provides the appropriate general ledger account numbers to credit the funds against.

##### Endowment Reporting Assistance

* Prepares monthly endowment investment account activity entry for review.
* Assists with ongoing maintenance of internal endowment allocation spreadsheet activity.
* Prepares documentation for investment purchases/sale according to requirements.
* Assists with monthly updating of Trent Lands Plans report for review.

##### Communication and Team Work

* Communicates clearly and professionally in-person and via email and other forms of communication, with a customer service orientation; includes direct communication with special purpose account holders.
* Provides advice and compliance information with sensitivity and consideration, with the goal of understanding and responding to account holder activity, needs, and concerns.
* Works with others (in Finance, the University Grant Writer, and other departments) to provide solutions and efficient completion of transactions, tasks and reports.
* Manages special funds email account, assigning inquiries to members of the team, and responding to inquiries.

#### Education Required:

* Honours University Degree in Business/E-Commerce majoring in accounting.

#### Experience/Qualifications Required:

* Three (3) years of experience in a general computerized accounting environment with focus on accounting principles, creating journal entries and reconciliations.
* Experience working with fund accounting or multiple departments is considered an asset.
* Demonstrated experience in completing complex account reconciliations on a regular basis and the investigation of reconciling items.
* Demonstrated experience in working with software tools to find efficiencies in processes analyzing large volumes of data.
* Proficiency in Microsoft Office programs with advanced knowledge of Excel.
* Ability to create documented procedures capable of permitting others to successfully execute the process with minimal supervision.
* Strong customer service skills to communicate with internal and external clients.
* Ability to follow documented procedures to complete processes with minimal supervision.
* Ability to work with minimum supervision and as part of a team.

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

**Analytical Reasoning**

Judgment must be used in deciding whether an expenditure is allowable on a special purpose account based on an understanding of the funding agreement, Trent University policies as well as Canadian Generally Accepted Accounting Principles. Each granting agency follows different guidelines and, in many instances, it may not be clear as to whether an expense should be allowed or not. The incumbent will have to weigh different factors to determine whether to allow or disallow an expense ranging from materiality of the expense, the intended purpose of the expense and the justification given for the expense.

Often spending requests are received prior to the University receiving payment from the funder. Determining whether to allow the transaction(s) requires analysis of the risk to the University for non-receipt of payment.

The incumbent will have to decide on the appropriate cost code, this will be relied upon for both project reporting and institutional reporting.

The incumbent will have to communicate when an expense is deemed ineligible.

The incumbent is expected to contribute to the development of efficiencies by finding new approaches to the review of expenses.

Prior to invoicing the incumbent must review the funding agreement/contract to determine invoicing and HST requirements. The incumbent must decide if an external invoice is required to trigger payment and if so determine if there are any other special requirements and whether HST is applicable and the rate which is dependent upon the product/service account holders are providing and location of the receiving institution.

**Decision Making**

Expenditures must be scrutinized for eligibility on a special purpose account. Many expense types require a justification from the account holder to validate the charge. The incumbent is required to make the decision if the justification is sufficient to meet the requirements of the funding agency and Trent University policy. The incumbent is also required to determine what policies (Trent or granting agencies) supersede the other. Insufficient support for an expenditure can result in the transaction being deemed ineligible by the funder, and a loss of funds.

Decisions regarding HST requirements on invoices to external agencies could impact the University’s reports to Canada Revenue Agency regarding HST collected. Also, invoicing the wrong amount of HST or failing to invoice any HST could delay payment from granting agencies as they will have to request a corrected invoice before being able to issue payment.

**Impact**

Allowing an ineligible expense on a special purpose account can result in a loss of funding for the University. The majority of our special purpose funds received are subject to audit at the discretion of the funder. Any funding found to be paid for ineligible expenses would be clawed back by the funder. Unfavourable audit findings could also impair future funding.

Failing to submit an invoice for payment at the correct time or following up on outstanding receivables could result in a loss of funding to the university, as we may not be in compliance with the terms of the agreement.

Charging incorrect HST rates to external agencies could impact the University’s reports to Canada Revenue Agency regarding HST collected or result in delays to payments.

**Responsibility for the Work of Others**

Indirect Responsibility

* Trains new and/or temporary staff within the department on all duties performed by this position and other areas of expertise.
* When related to special purpose funds, provides guidance to co-workers regarding tax coding, accounts payable keying, and documentation requirements (i.e. acceptability of a receipt, signing authority, level of scrutiny required, etc.)

**Communication**

Internal

* Faculty/Staff/Student Employees/Special Funds Administrators in other departments: answering queries in person, by phone, or by email regarding invoicing and taxes, expense eligibility and other issues related to expense review as well as policy and procedure guidance. The incumbent will be required to communicate professionally when an expense is deemed ineligible.
* Other departments: payroll, grad studies, facilities, etc.
* Financial Services: ongoing dialogue
* External Relations and Advancement Office: ongoing dialogue

External

* Students: answering queries regarding expense reimbursement, policy discussions, procedure guidance, etc.
* Granting agencies: answering queries regarding invoices submitted, providing assistance regarding payment options.
* External auditors: providing required documentation, answering questions regarding procedures, answering queries regarding accounts receivable invoices, process, and payments.
* Visitors: answering queries regarding expense reimbursement, policy discussions, and procedure guidance.
* Other Universities/Colleges: answering queries regarding recovering costs procedures, communicating at regional conferences regarding special purpose and endowment processes and how we handle different situations as they arise in.

**Motor/ Sensory Skills**

* Fine motor skills/dexterity: All aspects of the position require computer use due to the electronic nature of the work environment.
* Hearing/listening: When communicating with people to ensure that information is communicated and received accurately.
* Visual: Reviewing reimbursements, visa transactions, purchase requisitions etc; reading queries, explanations, and agreements/contracts, verifying numbers, analysis of general ledger reports.

**Effort**

Mental

* Sustained concentration: Required in verification of numbers and information; frequent interruptions result in increased effort required.
* Listening: In communications with faculty and staff in busy office conditions i.e. phones ringing, printers running, staff conversing, seated in open cubicle (no door to close)
* Focus: Must be able to shift priorities and mental focus between several tasks at one time in order to ensure work flow.

Physical

* Keyboarding required for all aspects of the position due to electronic nature of work environment.
* Sitting for long periods of time: review of reimbursement reports require the incumbent to sit for long periods of time. Back, hip, leg strain may result.

**Working Conditions**

Physical:

* Position is required to periodically pack and move files to storage space for document retention.
* Sitting and concentrating for long periods of time.

Psychological

* Regular office traffic passing by the work station. Requires additional effort to maintain focus on tasks at hand.
* Frequent interruptions to work flow for information requests from various sources. This requires a strong ability to prioritize work to allow for completion of tasks within deadlines while providing an appropriate level of customer service.
* Multi-tasking: This position requires the incumbent to be able to do or be aware of several situations, problems, projects at the same time.
* Responding to complaints from public and staff regarding policy or process issues while having to maintain composure and professionalism.
* Stress related to changing deadlines and time pressures, conflicting priorities set by others.