

York University
Position Description – YUSA2

Position Title: Financial Administrative Assistant
Department: Vice President, Research & Innovation
Classification: Administrative

Employment Category: Part time (up to 24 hours)
Job Code: 955426
Band: 4

Job Purpose:

Under the day-to-day functional supervision of the Principal Investigators and Project Managers, the Financial Administrative Assistant will assist on the "Archive/Counter-Archive: Activating Canada's Audiovisual Heritage" and "Hemispheric Encounters" SSHRC Partnership projects.

The Financial Administrative Assistant works as part of a team, liaising as needed with Research Accounting, Payroll, Office of Research Services, and the Faculty Research Officers to support the financial administration of the Partnership projects.

Major Areas of Responsibility:

Finance Administration (90%)

Assists the Project Managers in financial administration but is not limited to the following:

1. Assists PIs, in the completion of all relevant forms (paper or on-line) including claims for reimbursement, personal advance requests, cheque requisitions, purchase requisitions, Employee Transaction Forms (ETFs) and other related forms. Checks for proper authorization; mathematical accuracy; fund, cost centre information, general ledger account information and activity code information on all relevant forms such as expense claims, cheque requisitions and advances to ensure accuracy and completeness. Reviews forms and checks that it is completed in accordance with York policies, procedures and agency guidelines.
2. Reviews assigned cost centres by accessing eReports to ensure accuracy of charges and corrects journal entries as required, under the direction of the PI.
3. Assists PI with completion of institutional advance requests and clearing of institutional advances. Reviews and verifies that personal advances are cleared in accordance with the University's policy on Claims for Reimbursement on a timely basis.
4. Works closely with Research Accounting, the Coordinator and/or the Office of Research Services, to collect/review relevant documentation including payroll, timesheets and other financial records of the principal institution and respective project partners. Attends update meetings with Research Accounting (RA) as required, follows guidelines established by RA, adhering to RA schedule/deadlines as it relates to administration.
5. Prepares accurate and timely ETFs as directed, ensuring that contract end dates do not exceed the grant end date and prepares revised ETFs when required for approval.
6. Receives and organizes physical and electronic paperwork and forms into established filing systems. Maintains accurate records and filing systems for all paperwork, ensuring all original invoices and receipts, copies of forms and time sheets are filed, and shared safely with the Project Manager.
7. Enters data into York payroll timesheets, provides to manager in a timely manner for review and submission in accordance with payroll deadline dates.
8. Prepares requests for invoices where applicable and sends to Research Accounting.
9. Assists with travel bookings and travel related payments and reimbursements.

B. Office Administration (5%)

1. Responds to day-to-day inquiries in-person, telephone, email from students, faculty, staff, partners on the SSHRC project. Maintains correspondence with the team and key external contacts, in consultation with the PI- including York University partners and external partners on a variety of routine administrative and policy related matters, as required.

C. Other related duties as required or assigned (5%)

Job Qualification and Related Skill Requirements

Education: Some post secondary education in Business, Accounting, Administration, or a relevant field.

Experience: A minimum of 1 years of recent related experience providing general and financial related administrative support. Knowledge of accounting principles. Experience in an educational, academic, non-profit environment or related research focused unit is an asset. Working knowledge in the interpretation of terms and conditions of grants/contracts.

Related Skills:

- Ability to work accurately, responsively, efficiently and effectively both independently and as a part of a team.
- Proven knowledge and ability to use the following software applications: Intermediate level for Excel and Word.
- Strong working knowledge of financial softwares; Concur and eReports.
- Excellent communication skills in English, both oral and written.