York University Position Description- YUSA2

Position Title:	Financial Assistant	Send Payroll Report t	io:	
Department:	VPRI	Account	Fund	Cost Center
Department ID:		Activity	l	Location
Physical Location:				
Term of Employment:	1 year	To Be Completed by Schedule Year	r HR Only: ID	Control #
Hours of Work:	15 hours per week	2 A 1	6 1 6	3 6 0 0 1
Reports to Manager: Employment Category:	Anna Gordon Part Time up to 24 hours Interim up to 35 hours	Assignment #:	Administrativ	
Reason for Request:		Band Level:	4	
To provide financial administrative assistance to the PI		Hourly Rate of Pay: \$	1 9	8 7
		NOC Code	1 4	3 1
		Job Code	A 0 0	1 2 3

Job Purpose:

Provide an overview of the job responsibilities

Under the day-to-day functional supervision of the PI, the Financial Assistant will assist the PI on the SSHRC Partnership project "Migration and Resilience in Urban Canada: Discovering Strengths and Building Capacity".

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

Major Areas of Responsibility:

Briefly describe the main duties and responsibilities and include approximate percentage of time

1. SUPPORT FOR FINANCIAL ADMINISTRATION OF GRANTS AND CONTRACTS

Percentage of time: 85%

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

A. Assists PI, in the completion of all relevant forms (paper or on-line) including reimbursement claims, personal advance requests, cheque requisitions, purchase requisitions, and 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.

- B. Ensures currency with York policies, procedures and agency guidelines.
- C. Reviews assigned cost centres by accessing eReports to ensure accuracy of charges and corrects journal entries as required, under the direction of the PI.
- D. Assists PI with completion of sub-grants, institutional advance requests and clearing of institutional advances.
- E. Works closely with Research Accounting 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.
- F. Reviews and verifies that personal advances are cleared in accordance with the University's policy on Claims for Reimbursement on a timely basis.
- G. Implements and maintains internal office practices, systems and procedures for the efficient recording, filing, storage and retrieval of team data and files, including: reconciling and maintaining well-documented files of team members and partners. Ensures proper record keeping and documentation retention practices to facilitate audits by granting agency and internal audit. Assists in gathering and preparing information required for on-demand audits both external and internal.
- H. Attends update meetings with Research Accounting (RA) as required, follows guidelines established by RA, adhering to RA schedule/deadlines as it relates to administration.

I. 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.
J. Completes/reviews York payroll time sheets when required and submits in accordance with payroll deadline dates.
K. Liaises closely with Office of Research Services as required to obtain necessary information and documentation to effectively assist
in the administration.
L. Contributes financial and other administrative information to an annual report.
M. Contributes financial and other administrative information to reports to other funders as required.
N. Assists project partners in preparation of Annual Partner Report tracking cash and in-kind contributions.
O. Prepares requests for invoices where applicable and sends to Research Accounting.
2. A DAMANICED ATIME CLUDDODT
2. ADMINISTRATIVE SUPPORT
Percentage of time: 10% A. Assists with the logistics of conferences, workshops, meetings and other events, ensuring that appropriate arrangements including
room bookings, catering, accommodation, audio visual equipment, advertising, travel, etc. are made.
B. Assists with managing conference and other event financing, including the receiving and depositing of payments and payment of
event expenses.
C. Arranges for technical support including calls for maintenance of the office equipment; orders paper and printer toner cartridges,
las needed.
D. Assists with informational requests from faculty members, staff, and students involved in partnership activities.
E. Provides support in preparing funding proposals, such as budgets.
F. Provides financial and other information for the annual report and reports to granting agencies.
G. Ensures maintenance and function of space, equipment, furnishings and supplies, including key distribution, in the project offices.
H. May be responsible for overseeing the work of casual support personnel (grad students, work study and interns) including
prioritizing tasks, providing work direction, and arranging schedules.
3. OTHER RELATED DUTIES AS ASSIGNED
Percentage of time: 5%
Perform Other related duties as required. Not to exceed 5%
remain other related duties as required. Not to exceed 570
Responsibility for Others: Yes V No
Responsibility for Others: Yes ✓ No ☐ If "Yes", provide details
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Regula	all that apply and indicate r (R) e.g. for continuous periods during most work shifts OR switching odical (P) e.g. for short periods during most work shifts OR for longer		
Motor		· · · · · · · · · · · · · · · · · · ·	
	Using business equipment, operating a cash register or postal equipment	R Accurate keyboarding requiring some speed	
	Using hand tools	☐ Using power and cutting tools	
	Operating a vehicle	Coordinated manipulation of levers and switches to operate equipment	
	Basic keyboarding (where speed/accuracy are not defined requirements)	Repairing, calibrating or assembling equipment or too	ols
	Accessing files and entering basic information	High volume data entry/keyboarding	
Р	Performing computer searches to compile information	☐ Precision work to high tolerance	
		Other please specify:	
Manua	l (Physical) Effort		
R	✓ Intermittent sitting, standing, moving around	☐ Crouching, bending, kneeling, stretching	
	\square Sitting for extended periods of time (unable to get up and move around)	Lifting/moving/ carrying equipment or material of varying weights	
	Standing for extended periods of time where it is not possible to sit and perform work	☐ Pushing wheeled equipment	
	☐ Walking on uneven surfaces	☐ Operating heavy hand held devices	
	Climbing stairs, working on ladders	Other please specify:	
<u>Visual</u>	Mental Concentration		
R	✓ Data entry/ word processing/ transcribing	R Reviewing/checking large amounts of information/da	ıta
R	Reconciliation of numbers/data	☐ Monitoring computer screens, displays, equipment	
	Interviewing/listening	Other please specify:	

Working Conditions Part 1: Environment						
R Cubicle office environment	Loud/harsh/high pitched noise					
Working in a confined space where movement is restricted	☐ Dirt, grease, fumes or odours					
Background noise/lack of privacy resulting from working in an open area	Inclement weather, wet environments, temperature extremes					
Dust, temperatures that are warmer/cooler or less ventilated than a controlled environment	Human or animal waste/fluids or other unpleasant substances					
Low lighting or glare	Rude/unpleasant/impatient people; verbal abuse					
	Other please specify:					
Working Conditions Part 2: Hazards						
Potential exposure to risks associated with:						
Working with tools or equipment or performing tasks that require the use of protective measures/devices and/or specific health and safety training	Providing direct services in locations where public access is not restricted; aggressive/assertive behaviour may occur					
☐ Slippery surfaces	Noxious fumes/odours/toxic chemicals					
☐ Moving or lifting equipment or materials	Other please specify:					
Final Comments:						
Please submit cover letter and resume to Anna Gordon gordonan@yorku.ca.						