

- 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. 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, as 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%

Responsibility for Others: Yes No

If "Yes", provide details

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.

Job Qualification and Related Skill Requirements

Minimum formal education/training, related experience and job related skills

Completion of a college diploma or equivalent such as at least 2 years post-secondary education in university or college with some business administration courses plus 1 year related experience in addition to the minimum years of experience required to develop a good understanding of office administration, finance and accounting.

1-2 years of recent related administrative experience. Experience in an educational, academic, non-profit environment or related research focused unit; and working with a large international research team which includes financial monitoring and analysis in a Finance department such as administering project budgets, accounting, monitoring and reconciling expenses based on financial guidelines and policies is required. York work experience is preferred.

- o Sound knowledge of accounting principles, solid analytical/critical thinking skills and the ability to identify issues and seek creative solutions.
 - o Ability to work accurately, efficiently and effectively both independently and as a part of a team
 - o Proven knowledge and ability to use following software applications: Intermediate level for Excel and Word.
- Knowledge of the internet and e-mail.
- o Ability to read and interpret financial statements.
 - o Working knowledge in the interpretation of terms and conditions of grants/contracts.
 - o Excellent organizational skills, with the ability to manage a high volume of work, priorities and competing time demands.
 - o Strong oral and written communications skills, client service orientation, demonstrated problem-solving skills. Tact and diplomacy is essential as well as the ability to maintain confidentiality.

Additional Language Skills Required: Yes No

If "Yes", provide details

Tick off all that apply and indicate

Regular (R) e.g. for continuous periods during most work shifts OR switching between activities all requiring the same level of visual attention
or **Periodical (P)** e.g. for short periods during most work shifts OR for longer periods of time but not every work shift

Motor Skills

- | | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Using business equipment, operating a cash register or postal equipment | <input type="checkbox"/> | <input checked="" type="checkbox"/> Accurate keyboarding requiring some speed |
| <input type="checkbox"/> | <input type="checkbox"/> Using hand tools | <input type="checkbox"/> | <input type="checkbox"/> Using power and cutting tools |
| <input type="checkbox"/> | <input type="checkbox"/> Operating a vehicle | <input type="checkbox"/> | <input type="checkbox"/> Coordinated manipulation of levers and switches to operate equipment |
| <input type="checkbox"/> | <input type="checkbox"/> Basic keyboarding (where speed/accuracy are not defined requirements) | <input type="checkbox"/> | <input type="checkbox"/> Repairing, calibrating or assembling equipment or tools |
| <input type="checkbox"/> | <input type="checkbox"/> Accessing files and entering basic information | <input type="checkbox"/> | <input type="checkbox"/> High volume data entry/keyboarding |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Performing computer searches to compile information | <input type="checkbox"/> | <input type="checkbox"/> Precision work to high tolerance |
| | | <input type="checkbox"/> | Other please specify: |

Manual (Physical) Effort

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Intermittent sitting, standing, moving around | <input type="checkbox"/> | <input type="checkbox"/> Crouching, bending, kneeling, stretching |
| <input type="checkbox"/> | <input type="checkbox"/> Sitting for extended periods of time (unable to get up and move around) | <input type="checkbox"/> | <input type="checkbox"/> Lifting/moving/ carrying equipment or material of varying weights |
| <input type="checkbox"/> | <input type="checkbox"/> Standing for extended periods of time where it is not possible to sit and perform work | <input type="checkbox"/> | <input type="checkbox"/> Pushing wheeled equipment |
| <input type="checkbox"/> | <input type="checkbox"/> Walking on uneven surfaces | <input type="checkbox"/> | <input type="checkbox"/> Operating heavy hand held devices |
| <input type="checkbox"/> | <input type="checkbox"/> Climbing stairs, working on ladders | <input type="checkbox"/> | Other please specify: |

Visual/Mental Concentration

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Data entry/ word processing/ transcribing | <input type="checkbox"/> | <input checked="" type="checkbox"/> Reviewing/checking large amounts of information/data |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Reconciliation of numbers/data | <input type="checkbox"/> | <input type="checkbox"/> Monitoring computer screens, displays, equipment |
| <input type="checkbox"/> | <input type="checkbox"/> Interviewing/listening | <input type="checkbox"/> | Other please specify: |

Working Conditions Part 1: Environment

- | | | | |
|----------------------------|---|--------------------------|--|
| <input type="checkbox"/> R | <input checked="" type="checkbox"/> Cubicle office environment | <input type="checkbox"/> | <input type="checkbox"/> Loud/harsh/high pitched noise |
| <input type="checkbox"/> | <input type="checkbox"/> Working in a confined space where movement is restricted | <input type="checkbox"/> | <input type="checkbox"/> Dirt, grease, fumes or odours |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Background noise/lack of privacy resulting from working in an open area | <input type="checkbox"/> | <input type="checkbox"/> Inclement weather, wet environments, temperature extremes |
| <input type="checkbox"/> | <input type="checkbox"/> Dust, temperatures that are warmer/cooler or less ventilated than a controlled environment | <input type="checkbox"/> | <input type="checkbox"/> Human or animal waste/fluids or other unpleasant substances |
| <input type="checkbox"/> | <input type="checkbox"/> Low lighting or glare | <input type="checkbox"/> | <input type="checkbox"/> Rude/unpleasant/impatient people; verbal abuse |
| | | <input type="checkbox"/> | Other please specify: |

Working Conditions Part 2: Hazards

Potential exposure to risks associated with:

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Working with tools or equipment or performing tasks that require the use of protective measures/devices and/or specific health and safety training | <input type="checkbox"/> | <input type="checkbox"/> Providing direct services in locations where public access is not restricted; aggressive/assertive behaviour may occur |
| <input type="checkbox"/> | <input type="checkbox"/> Slippery surfaces | <input type="checkbox"/> | <input type="checkbox"/> Noxious fumes/odours/toxic chemicals |
| <input type="checkbox"/> | <input type="checkbox"/> Moving or lifting equipment or materials | <input type="checkbox"/> | Other please specify: |

Final Comments:

Please submit cover letter and resume to Anna Gordon gordonan@yorku.ca.