POSITION SUMMARY
QUEEN’S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Finance Coordinator
DEPARTMENT: Anesthesiology & Perioperative Medicine
POSITION NUMBER: 00506634
GRADE: 7          EFFECTIVE DATE: January 1, 2022

JOB SUMMARY:
Reporting to the Department Head, the Finance Coordinator is responsible for the day to day financial and accounting processes for the Department of Anesthesiology & Perioperative Medicine. The incumbent prepares budgets, financial forecasts and other financial models to provide to senior leadership for operational and strategic planning purposes. The incumbent reviews financial policies, internal controls and systems and recommends changes to the Department Head for further action. The incumbent reviews, prepares and processes accounts payable and receivable transactions, in addition to performing other financial duties for the Department, including preparing purchase orders, expense reimbursements, deposits, journal entries, etc.

The Financial Coordinator is responsible for the financial planning and management of all accounts related to the Department of Anesthesiology & Perioperative Medicine to meet its clinical, research and administrative functions. The Financial Coordinator is also responsible for accurate and complete financial recordkeeping for the department. In carrying out these duties, the incumbent will liaise and collaborate with key stakeholders at Queen’s University, the Southeastern Ontario Academic Medical Organization (SEAMO) and the Kingston Health Sciences Centre (KHSC). The incumbent prepares financial reports, analyzes trends, compiles and presents data to inform senior decision-making and prepares reports for distribution. The Finance Coordinator serves as a main point of contact for financial information and data. In addition to finance responsibilities, the incumbent will contribute to the coordination and administration of other departmental programs and special projects as assigned by the Department Head, including providing administrative and secretarial support to departmental faculty members and the department.

The incumbent must function with an exceptional level of accuracy, confidentiality, judgement and efficiency. The Finance Coordinator is expected to act with initiative, make decisions independently, work collaboratively and to consult with other staff as required.

KEY RESPONSIBILITIES:
• Coordinates the day to day financial operations and manages all financial accounts for the department. Provides necessary financial information, and recommendations required for strategic planning purposes to the Department Head for decision making, in collaboration with the senior leadership team.
Develops and maintains a variety of financial reports on an on-going basis; provides quarterly reports and projections to meet obligations to Queen’s Financial Services and to the SEAMO Finance Office.

Assists in the preparation and development of complex budget proposals and models in support of the budgeting process. Provides advanced financial analysis to aid in the monitoring of department budget objectives and progress.

Coordinates departmental operating, trust, and endowment accounts, the department’s SEAMO accounts, and all related financial operations. Monitors account activity and ensures the accuracy and validity of all account transactions, in keeping with generally accepted accounting practice. Monitors trust and endowment accounts, preparing annual reports for the Office of Advancement.

Reviews financial policies, internal controls and systems and recommends changes when appropriate. Supports the implementation of new financial systems/tools and budget processes.

Acts as key resource person for the departmental leadership related to finance and accounting. Responds to queries from internal staff and external stakeholders regarding financial issues.

Supports the Finance Committee with meetings, reports and minutes. Works closely with Finance Committee Chair to ensure consistent reporting is attained.

Maintains relations with Queen’s Financial Services, the SEAMO finance office, external accountants/auditors, and other stakeholders. Coordinates and acts as a resource for the annual audit of the department’s SEAMO funds.

Reconciles procurement card transactions online monthly, including allocation of credit card transactions to appropriate accounts.

Ensures all departmental credit card holders submit month-end credit card statements with supporting documentation for each transaction for audit purposes.

Calculates, prepares and monitors Hospital On-Call (HOCC) payments to departmental physicians, in collaboration with Kingston Health Sciences Centre Financial Services.

Administers the compensation of physician members of the department, liaising with external payroll companies as appropriate.

Assists Program Directors and Assistants with financial monitoring of training program accounts.

Assists with Physician On-Call schedule as required.

Provides necessary administrative and secretarial support to any assigned departmental faculty members, as required and requested.

Undertakes other duties in support of the department and its programs/special projects, as assigned by the Department Head.

REQUIRED QUALIFICATIONS:

- University degree or three year post-secondary degree in business administration, finance, accounting or other relevant field.
- Several years (5+ minimum) of progressive accounting/financial management and administrative experience in an organizationally relevant environment.
• Satisfactory Criminal Records Check required.
• Demonstrated knowledge of standard accounting practices, proven budget management skills, account administration experience, and demonstrated bookkeeping competency. A financial or accounting designation is considered an asset.
• Knowledge of University financial policies, regulations and practices is considered an asset.
• Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:
• Respects diversity and promotes equity, inclusion and accessibility in the workplace.
• Ability to perform accounting and financial management duties, including ability to analyze and present financial data.
• Data analysis to perform financial reporting and forecasting.
• Excellent judgement and discretion when making decisions and recommendations about the financial administration of the department. Proven ability to maintain confidentiality with highly sensitive data and information.
• Interpersonal and communications skills (both verbal and written) to deal with a wide variety of individuals in a professional manner and to provide clear and accurate information.
• Ability to plan, organize, direct, control and evaluate. Ability to create a positive work environment.
• Knowledge of University procedures, policies and regulations with an understanding of departmental impact.
• Ability to cope with multiple demands and manage competing priorities.
• Proficiency with computers and computer software packages, in particular Microsoft Excel and Word as well as University information and financial management systems.
• Analytical, interpretive and problem-solving skills.
• Ability to adapt to and implement new technologies as well as the ability to train staff on how to implement new technologies.
• Initiative and ability to work independently as well as participation as a member of a team.

DECISION MAKING:
• Research and provide new policy and procedures and changes to existing policies and procedures, in order to improve internal controls and eliminate redundant procedures based on departmental goals and objectives.
• Determine content and type of financial reporting requirements to meet the needs of the departmental leadership team.
• Make budgetary, reporting and control recommendations to the Department Head, based on an understanding of departmental objectives. Present recommendations to Department Head for further action.
• Find solutions to problems within guidelines; determine how problem and solution will affect budget and staffing. Decide whether complexity of the problem requires the involvement of more senior staff.
• Determine appropriate timing of independent activities, ensuring all important deadlines are met according to the financial calendar.
• Identify the need for financial analyses and write analyses with recommendations to the Department Head for action.
• Monitor day-to-day financial operations of the department, including the processing and authorization of expenditures and the monitoring of budgets.

RESEARCH ASSESSMENT QUESTIONS:
1. Is this position technical in nature in a teaching or research lab or lab-related area? ☐ ☒
2. Does this position support a research project? ☐ ☒
   If yes, indicate name of the project:
3. Does this position report directly to a Principal Investigator (PI)? ☐ ☒
   If yes, indicate name of the PI:

SIGNATURES: Date

Incumbent

Manager

Department Head/Director or Designate