

JOB DESCRIPTION

Dept: Facilities Services **Working Title: Facilities Financial Reporting
Coordinator (499)**

Date: March 2018 **Job Class:** 9

PRIMARY FUNCTION:

Provides leadership within the Facilities department in the areas of budget, reporting, and financial analysis. Coordinate, develop, guide and advise Facilities Services regarding financial operations: and to assist and support the leadership team by researching, analyzing, and reconciling financial information. Initiates and leads the preparation and maintenance of financial data and information for facilities planning, reporting and assurance. This position is the key financial support position to the Facilities Department and is the primary support for decisions relating to both the operating and capital budgets. The incumbent liaises with internal and external contacts in order to ensure the complex aspects of major capital cash flows, maintenance and renewal project cash flows, renovations and alteration cash flows are processed and data quality measures are adhered to as per Facilities financial planning, and reporting in conjunction with the Financial Services Department.

Ensures applicable policies and procedures are adhered to, and that exemplary levels of customer service are provided to students, employees, the University community and other internal and external stakeholders.

Participates in project management processes and activities such as working groups, identifications of Statements of Requirements (SOR), providing feedback for project charters, risk identification and monitoring the risk register, scheduling, communicating to the appropriate project stakeholders when necessary.

To have a work plan in place that is aligned with their supervisor's and department's work plan and with KPU's vision, mission and values.

JOB DUTIES AND TASKS:

- 1. Reconcile, research, create and analyze technical financial information**
 - a) Research, provide technical support analysis, reporting and assistance to Facilities Services management on a wide variety of issues.
 - b) Analyze, report and provide, assistance to Facilities Services management on a wide variety of issues.
 - c) Assist the leadership team by developing, implementing and maintaining adequate monitoring, assessing, and reporting systems for the Facilities Services department, aligned with Financial Services practices, which collect, and analyze information prepared for Financial Services review. Also prepares non-financial information and to be shared with the Ministry of Advanced Education and Skills Training.
 - d) In conjunction with the leadership team, develop, calculate and evaluate budget and project life cycle performance metrics related to Facilities Services and its operating and capital budgets. Prepare general ledger account reconciliations on a monthly, annual, and ad hoc basis.
 - e) Align with the Financial Services Department in order to develop, prepare, analyze and reconcile accounting working papers, information, and schedules as required by management, financial services, auditors and other external agencies such as Provincial Ministries which have legislative reporting requirements.
 - f) Create and prepare procurement documentation in support of major capital, capital and daily operations as required by procurement services in the development of web requisitions.
 - g) Develop, prepare, analyze, and reconcile accounts for major capital projects as well as operating and capital budgets.
 - h) Document and confirm data entered into quarterly and annual reports for ministry funded capital projects.
 - i) Generate and maintain budget records and create reports from the FAST or Banner Database.

- j) Liaise with the Facilities Management Team, other employees, and other external agencies to review past and current budget data in order to forecast future fiscal year budget requirements.
- k) Produce and maintain budget summaries and reports for specific projects. Ensure timely and accurate record keeping & invoice bill payments as required under project timelines.
- l) Create, monitor and update budget spreadsheets for accuracy, and initiate corrective action for discrepancies.
- m) Participates in project management processes and activities such as working groups, identifications of Statement of Requirements, providing feedback for project charters, risk identification and monitoring the risk register, scheduling, communicating to the appropriate project stakeholders when necessary.
- n) To have a work plan in place that is aligned with their supervisor's and department's work plan and with KPU's vision, mission and values.
- o) Create spreadsheets for Facilities Services use and aligned with Financial Services practices as required, to track, monitor and project remaining budget balances for operating and capital budgets as it relates to the complex aspects of major capital cash flows, maintenance and renewal project cash flows, renovations and alteration cash flows..
- p) Track service and supply contracts, labour/maintenance contracts within the Facilities Services operating budget.
- q) investigate and resolve invoice/statement errors with vendors
- r) Process and reconcile all payment card information, and monitor payment expenditures.

2. Provide advice, information and training to stakeholders with budget responsibilities within Facilities Services to ensure effective interdepartmental workflow.

- a. Aligned with financial services practices, research, coordinate and advise the Facilities Services department regarding best practices in budget development, and fiscal reporting.
- b. Coordinate, plan, monitor, guide and support Facilities Services regarding budget development, and critical deadlines on an on-going basis.
- c. Assist in the preparation of various reports such as Facilities Space Inventory System (FSI), Facilities Performance Indicators (FPI), and, quarterly/ annual reports on capital and operational budgets for submission to internal.
- d. Aligned with financial services practices, acts as the departments guide to train Facilities employees in the areas of accounts receivable and accounts payable reporting and reconciliations, operating and project budget monitoring and tracking,
- e. Aligned with financial services practices, develop and revise forms and documentation related to Facilities accounting standard operating procedures.

3. Maintain, monitor, investigate, resolve and process internal and external financial transactions

- a. Coordinate, analyze, investigate and resolve invoice/statement errors with vendors.
- b. Prepare, and enter journal vouchers for a wide variety of accounting transactions. Forward to Financial Services for reconciliation.
- c. Assist in the preparation of operational and capital cash flow projections.

4. Assist in the development of Facilities' standard operating procedures and ensure compliance with KPU policies and procedures

- a. Monitor transactions for compliance, and report any anomalies.
- b. Exchange information with various departments and other personnel to ensure that policies and procedures are kept up-to-date.
- c. Review department policies, procedures, and regulations and recommend and implement changes as required. Participate in the development of same for other departments as required.

5. Provide administrative functions in support of Facilities Services

- a. Assist in the review and suggestions for improvement options as it relates to cost benefit analysis.
- b. Collaborate with the Business Coordinator, Facilities Services to determine potential cost savings and as it relates to Facilities services
- c. Create, process and monitor purchase requisitions for facilities projects and contracts.
- d. Monitor, verify and process for payment vendor invoices related to requisitions.
- e. Monitor financial transactions, identify and determine discrepancies. Liaise with Finance and Procurement departments as required to clarify and resolve budget issues.
- f. Prepare documentation such as correspondence, reports and proposals including checking calculations for accuracy.

- g. Gather, and compile Facilities data information for review. Create a summary report and ensure accuracy of information.
- h. Maintain central office files for Facilities Services record management; retrieve archived information as needed.
- i. Create and maintain standard operating procedures detailing job duties and tasks to guide replacement workers.
- j. Support operations division in the development of documented procedures for other positions in Facilities Services.
- k. Compile and update emergency contact information.
- l. Attend meetings, record and transcribe minutes of meetings for distribution.
- m. Schedule department meetings as required.
- n. Receive and enter data into Computer Maintenance Management System..
- o. Receive and distribute department mail including confidential correspondence.
- p. Maintain a bring-forward system as required.
- q. Update the Facilities Services website as required.
- r. Assist with and arrange events or meetings, including booking room/set-up and AV requirements as required.
- s. Provide support to the Facilities Assistants as required.
- t. Troubleshoot office equipment and arrange for maintenance or repairs as required.
- u. Arrange for courier services and sign for receipt of deliveries.

- v. Provide information to KPU administrators, faculty, staff and external agencies:

- w. Respond in writing or verbally to both internal and external inquiries and requests regarding facilities services or direct to appropriate resources as required.

6. Other Related Duties:

- a. Perform other duties as assigned by the Business Coordinator, Facilities Services and Facilities Management.
- b. .Maintain and update a bring forward system
- c. Provide support and substitute for the duties of other members of the work unit as required during critical workload.
- d. Provides coverage for the Facilities Business Coordinator when needed. Provide support and substitute for the duties of other members of the Department as required during critical workload. Provide support for other members of the work unit as needed.
- e. Generate and maintain budget records and create reports from the FAST or Banner Database.
- f. Produce and maintain budget summaries and reports for specific projects. Ensures timely and accurate record keeping & invoice bill payments as required under project timelines.
- g. Create Monitor and update budget spreadsheets for accuracy, and initiate corrective action for discrepancies.
- h. Verify and reconcile monthly staff and administrators credit card expenses.
- i. Create spreadsheets for Facilities Services use and aligned with Financial Services practices as required, to track, monitor and project remaining budget balance.
- j. Prepare journal vouchers for budget reconciliations.
- k. Perform other duties as assigned by the Business Coordinator, Facilities Services and Facilities Management.
- l. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

Business Coordinator, Facilities Services.

SUPERVISION/DIRECTION EXERCISED:

1. Train on-call auxiliary administrative support staff when required.
2. Provide orientation to new employees as required.
3. Fill-in for Business Coordinator, Facilities Services as required

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

1. Support the dissemination of financial information to internal stakeholders and Financial Services.
2. Secure files and confidential information.

3. Responsible for developing, implementing, maintaining, and updating Facilities' operating procedures, processes, contract databases, project plans, and filing systems; operate and maintain various office equipment such as computer and photocopier, fax machine and scanner.

FINANCIAL RESOURCES:

1. Identify and make recommendations for the purchase of services and supplies required in project management, marketing & communications, and continuous improvement initiatives.
2. Purchase service and supplies up to a set limit. Unless included in a specific project budget, incumbent refers all expenditures for approval.
3. Support Facilities staff in processing department purchase requisitions and service requests.
4. Check accuracy and completeness of calculations on various forms, applications and contracts.
5. Maintain and assist in producing budget records and reports to ensure compliance of approved budget.
4. Monitor expenses, track and audit financial transactions and accounts using spreadsheet applications, distribute monthly budget reports.
7. Pay vendor invoice using Kwantlen purchase card.
8. Order and/or purchase supplies.
9. Sign for receipt of goods

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Completion of two years of an accounting program at an accredited post-secondary institute and a minimum of five years' related experience or equivalent combination of education and experience.
2. Demonstrated working experience with budgets, invoices, P-Cards, and other financial records.
3. Proven experience in creating financial records within a database, and the knowledge of exporting budget information to spreadsheets.
4. Advanced understanding and working knowledge of FAST &/or Banner database or equivalent.
5. Demonstrated proficient knowledge of computer concepts and terminology; demonstrated intermediate level of competency with Microsoft Office including the ability to export from a database to excel and create and present reports.
6. Proven ability to complete assigned tasks on time within pressure situations and tight deadlines with minimum supervision.
7. Ability to independently draft correspondence, meeting minutes, notices, and other business communications.
8. Minimum of 50 wpm keyboarding skills; ability to key numbers with a high degree of accuracy.
9. Demonstrated proofreading skills of a variety of documents; check for grammar, punctuation, numeracy and spelling.
10. Demonstrated effective communication and organizational skills, including the following:
 - A high degree of interpersonal skills, with the ability to patiently and effectively deal with a diverse range of internal and external people in a professional manner Maintain and respect confidentiality; use tact and discretion at all times.
 - Set priorities, problem solve, plan, co-ordinate and follow-up appropriately.
 - Exercise good judgment, critical thinking and show initiative.
 - Gather, research, and report specific information from the web, other organizations and other sources.
11. Proven ability to successfully recognize, analyze and resolve problems.
12. Self-motivated and willing to upgrade professional development skills.
13. Demonstrated ability to produce forms and documents, including spreadsheets, which are consistent and professional in appearance and layout.
14. General Knowledge of Post-Secondary Education in BC with particular reference to Facilities Services (organization terms & titles in common use would be an asset).