



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/20

FINANCIAL COORDINATOR (II)

Job ID	61941-2640	
Web Address	https://careers.indigenous.link/viewjob?jobname=61941-2640	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-04-26	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. JD # JD00654

Pay Grade: 7

Title: Financial Coordinator (II)

Unit/Project Description: About the Role Join our Finance team within the Department of Surgery at McMaster University! We are seeking a Financial Coordinator (II) who will be responsible for applying specialized knowledge and understanding of financial policies and procedures to coordinate and process University financial transactions. Analyzes, records, classifies, and summarizes accounting data. Reporting directly to the Finance Manager, the Financial Coordinator (II) will assist the department in providing consistent, timely and accurate financial information in order to meet the department's financial and organizational goals. If you have excellent communication skills and enjoy being part of a team, this may be the role for you! About the Department of Surgery Over its 50+ year history, the McMaster Department of Surgery has maintained a steadfast commitment towards thinking big and making it possible. We are a Department with 11 surgical divisions and Royal College residency training programs; together, we are poised to unleash a future fueled by a creative mindset and powered by our people. The successful candidate will bring a positive, solutions-focused mindset, as we collectively work towards achieving the Department Vision. This Vision is based on 6 core tenets: C.R.E.A.T.E. Culture that includes: Research that impacts. Education that inspires. Advancement for all. Transformation through innovation & entrepreneurship. Excellence in patient care. About McMaster University At McMaster University, our people are our most valuable asset. We strive to attract, develop, and retain the talented faculty and staff, and to foster inclusive excellence which values the strengths, perspectives, and contributions of each individual. McMaster is recognized as one of the top employers in the Hamilton/Niagara region and has been recognized as one of Canada's Top Diversity employers. Working at McMaster University brings a robust total rewards package, which is more than just a salary. The elements and structure of the total rewards packages vary by employee group but include:

- Employer Paid benefits including Extended Health, Dental, Emergency Out-of-Country Travel Coverage & Basic Life Insurance.
- Pension Plan Options & Post-Retirement Benefits.
- Training, coaching and professional development opportunities.
- Employee tuition assistance for development and education
- Opportunity to be a part of an academic environment working alongside professionals who share a passion for learning.
- Progressive paid annual vacation plan

Please see Total Rewards Overview for Unifor, Local 5555, Unit 1 for more

Information: <https://hr.mcmaster.ca/resources/unifor-unit-1-total-rewards-overview/>

Job Summary: Responsible for applying specialized knowledge and understanding of financial policies and procedures to coordinate and process University financial transactions. Analyzes, records, classifies, and summarizes accounting data according to established procedures. Ensures accuracy and compliance with existing guidelines, policies, and procedures. Provides lead hand supervision to other staff.

Purpose and Key Functions:

- Coordinate the collection, verification, analysis and reporting of financial data.
- Interpret and communicate applicable financial policies, procedures, and guidelines to others.
- Assist with internal and external audits by preparing audit files and responding to auditor inquiries.
- Develop and deliver training and information sessions.
- Analyze data and assess for reasonableness.
- Develop budgets for review and approval.
- Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Write a variety of documents and reports such as procedure manuals, accounting reports, and financial statements.
- Perform various analyses and reconciliations of accounts.
- Generate reports and account statements and review for accuracy.
- Provide training and guidance to others on relevant accounting procedures and the use of financial systems.
- Generate reports and account statements and review for accuracy.
- Calculate, prepare, and issue invoices, cheques, account statements and other financial statements according to established procedures.
- Receive, send, sort, verify, process, and prepare various documents such as purchase orders, invoices, cheque requisitions, receivables, and payables.
- Process, verify, and balance financial records and business transactions, such as accounts payable, accounts receivable, and payroll.
- Investigate discrepancies using established procedures.

- Monitor and reconcile statements and participate in the reconciliation of accounts.
- Prepare and generate a variety of scheduled and ad hoc reports.
- Update, maintain, and verify information in a variety of spreadsheets and databases.
- Balance and control cash receipts, including floats, petty cash, and cheques.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Create spreadsheets including complex formulas and equations.
- Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
- Maintain filing systems, both electronic and hard copy.

Supervision: Provide lead hand supervision and is responsible for the quality and quantity of work of others.

Requirements: 2-year Community College diploma in accounting or a related field of study. Requires 5 years of relevant experience.

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For more information, visit McMaster University for FINANCIAL COORDINATOR (II)