



# 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.

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Toll Free Phone: (866) 225-9067  
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# Job Board Posting



Careers.Indigenous.Link

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## FINANCIAL COORDINATOR

<b>Job ID</b>	<b>28524-1351</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=28524-1351">https://careers.indigenous.link/viewjob?jobname=28524-1351</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2019-08-23	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Department Description Housing and Conference Services (HCS) directly supports the University's goal of advancing human and societal wellbeing and Forward With Integrity's overriding vision of 'educating for capability'. We provide a distinctive living and learning experience for 3600 students focused on key educational priorities including community development, personal growth and wellness, academic excellence, and inclusion. HCS concurrently drives a positive McMaster experience for guests, alumni, staff, faculty and student by providing accommodation and event coordination, which meet the highest standards of service excellence. HCS is a proud and significant ancillary contributor to the financial health of the University and the core academic and research mission of McMaster. HCS is poised to expand our capacity by 66% over the next 5 years. Moving from 3600 to 6000 bed spaces across 13 buildings. This expansion will diversify the housing operation dramatically, from a traditional focus on the housing needs of first year undergraduate students, to the introduction of upper year, graduate, and family housing, in addition to a constantly diversifying internal and external client base. McMaster currently owns and operates 12 on campus residence buildings with a space of 1 million square feet. We offer housing in traditional co-ed and single-sex facilities in small, medium and large building choices. Apartment style living is offered in two residences: Bates Residence and Mary E. Keyes Residence. The Financial Coordinator is part of our Administrative Team with a focus on financial transactions. General Description

Responsible for applying knowledge and understanding of financial policies and procedures to coordinate and process financial transactions. Analyzes, records, classifies, and summarizes accounting data according to established procedures. Ensures accuracy and compliance with existing guidelines, policies, and procedures.

#### Representative Duties & Responsibilities

- Coordinate the collection, verification, analysis and reporting of financial data.
- Interpret and communicate applicable financial policies, procedures and guidelines to others.
- Ensure that the appropriate taxes are paid and rebates received for each invoice.
- Develop and deliver training and information sessions.
- Monitor cheque requisitions to ensure compliance with relevant policies.
- Analyze data and assess for reasonableness.
- Maintain budgets in the system and make adjustments to budgets and currency throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Write a variety of document and reports such as procedure manuals, accounting reports, and financial statements.
- Perform various analyses for review.
- Generate reports and account statements and review for accuracy.
- Provide guidance to others on relevant accounting procedures and the use of financial systems. 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 travel and expense reports, non-po vouchers, invoices, journal entries, purchase requisitions, p-card transactions, receivables, and payables. Process, verify, and balance financial records and business transactions, such as accounts payable, and accounts receivable. Participate in the monitoring and reconciliation of accounts and investigate discrepancies using established procedures.
- Update, maintain, and verify information in a variety of spreadsheets and databases.
- Balance and control cash receipts, including floats, petty cash and cheques.
- Assist with internal and external audits by preparing audit files and responding to auditor inquiries.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Create spreadsheets including 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.
- Maintains confidentiality of user information.

For more information, visit McMaster University for FINANCIAL COORDINATOR