



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.Links 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: 2024/05/02

FINANCIAL COORDINATOR

Job ID	29610-4258	
Web Address	https://careers.indigenous.link/viewjob?jobname=29610-4258	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-11-14	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD1081

Unit/Project Description: The Student Affairs Business Office is a customer service team that provides financial, human resource, and administrative support for departments within the Student Affairs envelope. The team serves as a lead resource on matters relating to finance and human resources within Student Affairs. The office also manages the Student Affairs budget including the preparing of the annual budget report. The Student Affairs Business Office is seeking a self-motivated and enthusiastic candidate to process financial transactions in a timely and accurate manner and in accordance with University accounting guidelines, procedures and policies. This position requires strong attention to detail and the ability to multitask in a fast-paced environment. This role will focus on supporting the collections (A/R), reimbursements and HR functions. The accounts receivable function includes: processing and reconciling medical billings (OHIP, 3rd party, UHIP, and direct medical billings), preparing physician billings, preparing invoices and daily deposits for cash and merchant direct transactions. This position will also provide support to Student Affairs departments regarding human resource such as payroll time entry, recruitment and on-boarding, and changes to employee status. The successful candidate will serve as a key liaison with department personnel and external customers in resolving any inquiries and issues as they pertain to collections and sales on account.

Job Summary: Responsible for applying 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 direction to other staff.

Purpose and Key Functions:

- Monitor acquisitions transactions to ensure compliance with the University Procurement policy.
- 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.
- Analyze data and assess for reasonableness.
- Implement and 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. Information is included in the submission of statistics to external agencies.
- Provide training and 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 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.
- Tests electronic financial products to determine their suitability and develops procedures for their implementation.
- Maintain filing systems, both electronic and hard copy.
- Maintains confidentiality of user information.

Supervision: Provides functional guidance to others on an ongoing basis

Requirements: 2 year Community College diploma in Accounting or a related field of study. Requires 4 years of relevant experience.

Assets: Knowledge and experience in medical billing processes for OHIP, UHIP, 3rd Party, direct & billing codes, systems, submissions and reconciliation Experience in reconciling accounts receivable sub-ledger and collections on account Practical experience in PeopleSoft (Mosaic) & Finance (A/R, A/P, GL, and JEs), HR (time entry, vacation tracking, recruiting), and Campus Solutions Experience in OSCAR EMR (Electronic Medical Record) and OscarPlus (Orbis) Experience in daily closing procedures for POS (point-of-sale) and credit merchant accounts (Moneris) Advanced computer skills and Microsoft Office Suite Knowledge and understanding of applicable University policies and procedures.

Additional Information: The incumbent must have exceptional organizational skills and strong communication skills. In addition, the incumbent must also have the ability to manage a number of tasks simultaneously with accuracy and attention to detail. We desire a strong team player with the confidence and ability to work independently as required.

For more information, visit McMaster University for FINANCIAL COORDINATOR