1. POSITION IDENTIFICATION

| Department Name: | Dean of Graduate Studies |
| Position Number(s): | 106918 |
| Current Position Classification: | Clerk, grade 7 |
| Department Position Title: | Financial Assistant |
| Evaluating Supervisor’s Title: | Budget Coordinator |
| Date Completed: | February 19, 2010 |
| Part 1 is being completed by: | X Employee  
☐ Evaluating Supervisor |

FOR USE BY HUMAN RESOURCES

| Classification & Grade Approved: | Clerk, grade 7 |
| Effective Date: | November 10, 2009 |
| Approved by: |  |
| Next Review: | --- |

2. POSITION SUMMARY

A summary of the major functions of the position in three or four sentences.

Under the direction of the supervisor, prepares and completes budget and accounting work pertaining to the administration of all merit-based scholarships, fellowships and award programs for graduate students in all graduate programs at SFU, derived from the University’s Graduate SBA (Scholarships, Bursaries & Awards) budget, externally-funded scholarships (on behalf of federal, provincial and private sector agencies), endowed and annual awards, faculty-funded awards, the Graduate Studies (DGS) operating budget, and specific purpose funds. Researches, interprets and implements policies, regulations, guidelines and procedures governing the use of scholarship and operating funds from University sources as well as from a variety of federal, provincial and private granting agencies.

Identifies, reviews and initiates graduate award payments, validates the accuracy of student award data, investigates and resolves discrepancies prior to disbursement of awards every academic term. Prepares financial information and reports for internal and external users, reviews accounting records and investigates irregularities. Performs reconciliations of graduate scholarships, fellowships, awards, and operating accounts for approval by the supervisor. Acts as a resource on financial matters pertaining to award administration and provides assistance to students, faculty, administrators, staff and external agencies’ personnel regarding the interpretation of University policies and procedures and external funding regulations.
3. MAJOR FUNCTIONS
List the duties and responsibilities of the position in order of frequency (i.e., (D) Daily; (W) Weekly; (M) Monthly; (S) Semester)

(D) Utilizes database, spreadsheet, financial, payroll and student information management system applications (e.g. FileMaker, Excel, FAST, HAP, FINS, SIMS) to facilitate the financial administration of graduate scholarships and departmental operating funds.

(D) Identifies, investigates and resolves irregularities involving financial transactions (e.g. over-expenditure, misuse of funds, data entry errors) by reviewing accounting records and system reports (e.g. payroll forms, reports from HAP, FAST, SIMS). Determines and takes necessary action to solve any contravention of regulations arising from use of funds. Consults with the supervisor on course of action for exceptionally complex or anomaly cases (e.g. recipient name appears on HAP reports but no other student records are associated with that name). Monitors budget and expenditure levels on all graduate scholarship and operating funds, and ensures expenditures are kept within funding allocations by reviewing and reconciling HAP, FAST, SIMS and FileMaker reports on a regular basis, and creating and maintaining Excel spreadsheets to track outstanding funding commitments. Notifies the supervisor of any over-expenditures in a timely manner.

(D) Responds (both orally and in writing) to concerns from students, staff, faculty and external funding agencies regarding award payment issues, changes in scholarship status, adjustments to funding amounts, and policies and procedures governing award payments. Investigates and resolves issues by checking documentation and electronic records in SIMS, FAST and HAP, liaising with Student Accounts, Payroll, Finance, University Advancement, graduate departments and external funding agencies, researching and advising on the policies and procedures to follow, and taking necessary action to resolve the matter. Consults with the supervisor on course of action for exceptionally complex or anomaly cases (e.g. cases where payment issues remain unresolved after liaising with Student Accounts, Payroll and award recipient, and exhausting all possible courses of action).

(D) Responds (both orally and in writing) to queries from staff and external parties (e.g. external faculty members, doctoral thesis examiners, vendors) regarding operating expenditures, and university policies and procedures governing financial activities. Investigates and resolves issues by checking financial information in FAST, HAP and related documentation, liaising with Payroll, Accounts Payable, Purchasing and graduate departments, advising on the policies and procedures to follow, and taking necessary action to resolve the matter.

(D) Provides assistance (both orally and in writing) to students, staff and faculty regarding the interpretation of policies and procedures pertaining to funding allocations from graduate funding sources (e.g. Graduate SBA budget, specific purpose funds, endowments and annual award donations) by researching and advising on the policies and procedures to follow.

(D) Validates and authorizes expense claims, invoices, cheque requisitions, journal vouchers and budget transfers pertaining to operating and scholarship activities by verifying completeness and validity of documentation and ensuring conformity with established funding regulations.

(D) Processes and maintains students’ personal banking data in SIMS for electronic transfer of award payments (direct deposit) to student bank accounts. In cases where banking
information given is incomplete or incorrect, verifies correct information with student or banking institution if necessary. Maintains confidential filing system of student banking records in a secured place in DGS Office.

(W) Identifies and processes payments, adjustments and cancellations of all national graduate scholarships funded by the federal Councils (NSERC, SSHRC, CIHR) by reviewing relevant documentation, liaising with the Councils on award adjustments and cancellations, verifying that the award recipient meets payment eligibility, calculating award entitlement or reduction, determining payment schedule, processing respective payroll appointment forms (FPP4s) for supervisor’s signature, and forwarding to Payroll in a timely manner.

(W) Coordinates the setup of all graduate award disbursements in the student information system by assigning data entry of student awards in SIMS to other DGS staff, monitoring their progress, and ensuring work is completed in a timely manner. Brings any issues or concerns regarding the timely completion of work to the attention of the supervisor. Serves as the department’s expert in SIMS disbursements. Trains other DGS staff on SIMS protocols for disbursements and financial award maintenance.

(W) Prepares and confirms preliminary lists of award disbursements by extracting student award data from SIMS and FileMaker, verifying all entries for accuracy, identifying discrepancies, investigating source of discrepancy, and making the necessary corrections in SIMS and FileMaker to rectify the error. Collaborates with graduate awards staff to investigate and solve discrepancies when needed.

(W) Verifies the successful completion of award disbursements by checking rosters of electronic fund transfers and cheque disbursements for accuracy and completeness. Corresponds with Student Accounts, individual students and financial institutions to investigate and solve banking errors and rejected transfers.

(W) Identifies and monitors changes to student funding eligibility (e.g. permanent withdrawal from graduate program, leave of absence, changes to funding policies) by verifying student registration status in SIMS, and liaising with the corresponding external funding agency when applicable. Initiates collection process of overpayments with student on behalf of SFU or the external funding agency involved by calculating award reductions, advising student of the overpayment and developing a repayment plan with the student. Collaborates with Payroll and Student Accounts to solve overpayment issues.

(W) Develops and maintains comprehensive spreadsheets to track scholarship payments and calculate outstanding encumbrances and adjustments by award recipient and academic term.

(M) Prepares monthly financial reconciliations and year-to-date consolidation reports of DGS operating, Graduate SBA budget and all graduate scholarship accounts by reviewing financial information in FAST, HAP, SIMS and related documentation, identifying transaction discrepancies, liaising with the appropriate area in Finance or Student Accounts to investigate and solve discrepancies, forecasting outstanding encumbrances and tracking receivables.

(M) Prepares statistical reports for the supervisor by source and account for activities related to graduate scholarships and operating budgets by extracting electronic information from FAST,
SIMS, HAP, FileMaker, Excel spreadsheets and web sources, analyzing financial data, organizing data into a useful format and producing summary reports.

(M) Receives and reviews documentation for new and continuing externally-funded scholarship programs, requests setup of new projects in the financial information system, determines award entitlement and disbursement plan (e.g. some multi-year awards are reduced by other awards received in the same year), creates and maintains appropriate records to monitor related financial activities, and manages related communications to award recipients and graduate programs.

(M) Communicates orally and in writing with external funding agencies for interpretation of policies and regulations and to enhance the efficiency of the financial administration of external scholarship programs. Keeps notes of discussions and correspondence in applicable award file.

(M) Prepares and sends invoices to the applicable agencies for externally-funded scholarship programs. Monitors, deposits and reconciles receivables. Corresponds with external agencies to investigate outstanding accounts and anomalies.

(M) Processes transfers of travel and research award funds from the Graduate SBA budget to all graduate programs by calculating departmental funding allocations, examining validity of expenses, ensuring conformity with established funding eligibility criteria and departmental funding allocations, and processing corresponding journal vouchers and budget transfers. Corresponds with individual graduate programs to investigate and solve anomalies.

(M) Creates and maintains graduate award records (known as Item Types) in SIMS by interpreting the established terms of reference for each award, determining the appropriate award parameters and funding levels, and creating new or adjusting existing item type records in SIMS. Corresponds with the SIMS Analyst or the SIMS team to investigate and solve system problems affecting item types setup.

(M) Assists the supervisor in assessing the monetary value of graduate private awards by calculating availability of funds and interpreting the funding criteria outlined in the terms of reference for each award. Corresponds with Financial Services, University Advancement and graduate programs on funding anomalies.

(M) Assigns award values to graduate private award applications by verifying student eligibility and availability of funds.

(S) Prepares financial reconciliation reports for federal, provincial and other external funding agencies as required, by extracting financial information from HAP, SIMS, FAST, FileMaker and Excel spreadsheets, reconciling revenues and expenditures, identifying outstanding encumbrances, liaising with external agencies on funding issues and reporting requirements, and preparing financial summaries in compliance with the legal conditions as set out in the scholarship programs funded by the agencies.

(S) Assists the supervisor in the development of comprehensive financial and statistical reports as requested by the Dean, the Director of Administrative Services, and other university members (e.g. VP Academic, Financial Services, Institutional Research and Planning, President’s Office,
SPCSAB and other Senate committees such as SGSC and SGACC) by researching and compiling financial and statistical data from a variety of sources (e.g. FAST, HAP, SIMS, FileMaker, Excel spreadsheets, web sources), analysing data, and preparing preliminary reports according to specific reporting requirements.

(S) Assists the supervisor in the annual preparation and development of the operating and scholarship budgets by compiling and analysing financial and awards data from a variety of sources (e.g. FAST, HAP, SIMS, FileMaker, Excel spreadsheets), and identifying any new or unusual spending patterns for the supervisor’s review.

(S) Participates in discussions with graduate awards staff, Student Accounts, Financial Aid, SIMS team, Financial Services, University Advancement, external agencies and other relevant parties, in matters pertaining to financial administration practices and processes. Makes recommendations to the supervisor regarding changes in business practices and processes, and enhancements to SIMS to promote efficiency in financial administration.

4. MINOR FUNCTIONS
List duties and responsibilities that occur annually and periodically throughout the year.

Trains temporary replacement staff as needed.

May be required to participate in annual graduate student events (e.g. Graduate Student Orientation, Graduate Scholarships Day, SFU Open House).

Performs other duties and responsibilities consistent with the job description and classification upon request.

5. LEVEL OF INDEPENDENCE
Check one box that best describes the level of independence that can be exercised within the position by a fully trained employee.

☐ a) Work is provided with specific instructions describing how and when it should be completed.

☐ b) Work is provided with general instructions. The employee makes choices about how the work will be completed within deadlines.

☒ c) Work is self-directed by the employee. The employee determines what work needs to be completed and when it should be completed to meet deadlines.

☐ d) Work is assigned on a project-by-project basis in the form of broad objectives. The employee evaluates what work needs to be completed within general time frames. Provide examples of project work:
6. TRAINING EXERCISED
If the position provides training, check each description that applies.

☐ a) Not required to provide training to other individuals.
☒ b) Explains how work is performed in his/her own position to individuals in other positions performing the same or similar work (includes training replacement employees).
☒ c) Provides one-on-one specialized training to other individuals. Considered a specialist in a particular area or field of study. Positions at this level may be designated as the resident department expert.
☐ d) Provides one-on-one training to individuals in other positions. Must have a good understanding of the work of the other positions. Positions at this level may be designated as group leaders or work leaders.
☐ e) Conducts training seminars for groups. Training seminars are normally scheduled and follow a prescribed format. May also develop or assist in the development of training seminars.

7. DIRECTION EXERCISED
Check each description that applies.

☐ a) Not required to provide direction to other individuals.
☒ b) Assigns and/or checks work of other individuals.
☐ c) Schedules, assigns, and checks work of other individuals.
☐ d) In addition to C, establishes work priorities for a unit.
☐ e) In addition to C and D, guides project teams.

8. INTERNAL AND EXTERNAL CONTACTS
List internal and external contacts (i.e., specific positions within own department, other departments, students, faculty, on/off campus vendors, etc.), the duration of each contact (i.e. less than 1 hour at a time, 1-2 hours at a time, more than 2 hours at a time), and the frequency of each contact (i.e. occasional, frequent, or continuous).

<table>
<thead>
<tr>
<th>Type of Contact</th>
<th>Duration</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate students</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Departmental managers, staff and faculty</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Financial Services, Payroll</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Student Accounts, Financial Aid</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Other areas within Graduate Studies Office</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>University Advancement</td>
<td>&lt; 1 hour</td>
<td>Occasional</td>
</tr>
<tr>
<td>SIMS team, IT support</td>
<td>&lt; 1 hour</td>
<td>Occasional</td>
</tr>
<tr>
<td>Federal, provincial and other external agencies</td>
<td>&lt; 1 hour</td>
<td>Occasional</td>
</tr>
<tr>
<td>Other external parties (external examiners, vendors)</td>
<td>&lt; 1 hour</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

9. IMPACT OF ERRORS
Common Errors: Provide a few examples of the most common errors which normally occur in the performance of the work.

- Errors in calculations on expense claims.
- Incorrect setup of award parameters and values in SIMS.
9. IMPACT OF ERRORS

Common Errors: Provide a few examples of the most common errors which normally occur in the performance of the work.

- Providing incorrect information regarding award payment dates.
- Overlooking the preparation of financial reports to external funding agencies.

Impact of Errors: Errors in calculations, accounting records and business practices could lead to overspending, potentially resulting in significant financial problems for the DGS Office since there are no contingency funds available to absorb overpayments. Errors in payroll submissions and award allocations may have significant impact on student award payments.

Uncommon Errors: Provide a few examples of most uncommon errors which infrequently occur in the performance of the work.

- Disbursing award funds to ineligible student.
- Providing incorrect information regarding award terms and eligibility criteria.
- Overlooking disbursement deadlines.
- Distributing award funds in excess of departmental allocations.

Impact of Errors: Failure to observe carefully the policies and procedures and to adhere to the published terms of each award can have significant adverse financial and legal (donor terms) impact that can result in withdrawal of funding from the donor to SFU. Errors may also adversely affect the reputation of the University and its relationship with donors and external/federal/provincial funding agencies. If award assignments and disbursements are not accurate, students, staff and faculty may perceive award policies to be questionable, unfair or inconsistent.

10. EFFORT

Describe concentrated periods of auditory (hearing/listening); visual (seeing); perceptual (understanding / comprehending); and physical dexterity (finger/hand movements, eye/hand coordination, lifting, carrying, pushing, pulling, reaching etc.). For each example of effort, indicate the concentrated duration (less than 1 hour at a time, 1-2 hours at a time, more than 2 hours at a time) and frequency (occasional, frequent, continuous).

<table>
<thead>
<tr>
<th>Type of Effort</th>
<th>Duration</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone, in-person and email communications regarding financial matters</td>
<td>&lt; 1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Reading, analysing, investigating general ledger accounts</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
<tr>
<td>Researching, reading, interpreting, understanding award terms, policies, procedures</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
<tr>
<td>Researching, analysing, compiling financial and statistical data</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
<tr>
<td>Finger/hand movements - keyboarding</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
<tr>
<td>Non-confined sitting</td>
<td>1-2 hours</td>
<td>Frequent</td>
</tr>
<tr>
<td>Standing/Walking</td>
<td>&lt;1 hour</td>
<td>Occasional</td>
</tr>
</tbody>
</table>
11. WORKING CONDITIONS

a) Describe the place(s) where work is performed such as office environment, laboratory, outside work site, etc. Also identify the number of hours (of the total hours worked per week) spent in the place(s).

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours spent as a total of hours worked per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Studies Office</td>
<td>35 hours/35 hours per week</td>
</tr>
</tbody>
</table>

b) Describe any uncomfortable and/or distracting conditions in the work place(s) which an incumbent is exposed to on a regular basis and the frequency of the exposure. (e.g. interruptions, distracting noise, unpleasant odours, dust, drafts, inks, dyes, cleaning agents, toner for printers, temperature extremes, heavy dust conditions, wetness, fumes, vibrations, etc.)

<table>
<thead>
<tr>
<th>Uncomfortable Conditions</th>
<th>Frequency of Exposure (Occasional, Frequent, or Continuous)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interruptions</td>
<td>Frequent</td>
</tr>
<tr>
<td>Noise</td>
<td>Occasional</td>
</tr>
<tr>
<td>Temperature variances</td>
<td>Occasional</td>
</tr>
</tbody>
</table>


c) Describe any potential health or safety hazards etc. and the frequency of exposure of each hazard. (e.g. dealing with complaints and/or verbal/physical abuse; noise levels that interfere with normal speech/hearing; toxic gases or materials; dangerous chemicals, combustibles, radioactive material; repetitive arm, finger, wrist movements or other activities that may result in a physical injury; high speed, pressurized equipment; high voltage; heights above five feet; bio-hazardous wastes, body fluids, etc.)

<table>
<thead>
<tr>
<th>Potential Health or Safety Hazards</th>
<th>Frequency of Exposure (Occasional, Frequent, or Continuous)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealing with complaints and/or verbal abuse</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

12. CONTINUING EDUCATION

Check each description that applies.

- [ ] a) Does not require any continuing education.
- [X] b) Requires learning new university/department related procedures and/or methods.
- [X] c) Requires learning new procedures and/or methods acquired through reading non-university/department publications.
- [ ] d) In addition to B and C, requires registration in formal seminars, training sessions, workshops, conferences, etc.
- [ ] e) In addition to B, C, and D, requires registration in post-secondary courses (one semester/equivalent).
13. QUALIFICATIONS
Minimum required to satisfactorily perform the work.

Formal education qualifications: identify the highest level of formal schooling required.

High school graduation and one year of post-secondary education in a recognized accounting program.

In addition to formal education, identify the certification or program of study required.

In addition to the above qualifications, the number of years of minimum experience are:

3

Check one:

☐ An equivalent combination of formal education, certificate/program of study and experience is acceptable.

☐ An equivalent combination of education, certificate/program of study and experience is not acceptable because: (please explain)

Occupational Skills: Identify skills specifically required to perform the work of the position.

- 55 wpm keyboarding skill with a high degree of accuracy.
- Ability to use spreadsheet, database, word processing and email applications (e.g. Excel, FileMaker Pro, MS Word, SFU Connect) at an intermediate level.
- Ability to use enterprise-level resource planning systems (e.g. PeopleSoft HAP, FINS, SIMS) and financial reporting applications (e.g. FAST) at an intermediate level.
- Excellent accounting and record-keeping skills with excellent attention to detail and a high degree of accuracy.
- Excellent analytical, research and problem-solving skills.
- Ability to perform complex account reconciliations of large dollar amounts with a high degree of accuracy.
- Ability to compile large volumes of data and prepare statistical reports.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational and prioritization skills.
- Knowledge of post-secondary financial recording and reporting, policies and procedures.
- Ability to research, understand and interpret external funding agencies' policies and guidelines.
- Ability to multitask and complete a high volume of work to meet frequent deadlines.
- Ability to exercise initiative and be resourceful in handling matters of a non-routine nature requiring the interpretation of policies and guidelines.
- Ability to exercise mature judgment, tact and discretion in matters of a confidential nature.
- Ability to work independently with minimal supervision, and as part of a team.
Occupational Requirement(s): Identify non-skill requirements to perform the work such as ability to work shifts and/or be on-call; ability to travel periodically outside the lower mainland; have a valid driver's license; ability to lift, move or carry equipment or materials over 10 kg; etc.

Ability to work occasional evenings or weekends at peak periods.

<table>
<thead>
<tr>
<th><strong>14. APPROVAL AND REVIEW</strong></th>
</tr>
</thead>
</table>

**Evaluating Supervisor Approval:** Information provided in the job description accurately reflects the requirements of the position.

<table>
<thead>
<tr>
<th>Name of Evaluating Supervisor</th>
<th>Signature of Evaluating Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date

**Employee Review:** I have read and understand the requirements of the position.

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th>Signature of Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date