UNIVERSITY OF VICTORIA  
CUPE LOCAL 951 POSITION DESCRIPTION

<table>
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<tr>
<th>JOB: Clerk/PB8</th>
<th>TITLE: Grants Clerk</th>
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<tr>
<td>DEPARTMENT: Accounting Services</td>
<td>POSITION NO: 993327</td>
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<td>SUPERVISOR: Supervisor, Research Accounting</td>
<td>LAST UPDATED: October 2016</td>
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SUMMARY: (Provide a brief summary of the primary functions and purpose of the position)

One of Canada’s top research universities, UVic receives external research funding of annual levels at or above $100M, with approximately 3,000 active accounts. Research projects are increasingly more complex, requiring increased levels of compliance and accountability. The Research Accounting unit is responsible for the financial administration, management, and effective oversight and governance of funds and for setting and maintaining institutional processes that are adequate and effective in ensuring compliance with business objectives and agency mandates. The key functions of the unit are financial administration and reporting, compliance monitoring, support of the principle investigator and their team, project management, advisory and consultative services, agency liaison, and initiating and participating in process improvement.

Reporting to the Supervisor, the clerk will ensure the accuracy of database reports and will create and distribute reporting on account balances including deficits and/or anticipated deficits and other reporting as required. The clerk will interact with other Research Accounting staff as well as Academic department staff and/or account holders. The clerk will review on-line journal entries and salary reallocations to ensure accuracy and compliance with grant guidelines.

As part of the Research Accounting team, the clerk will support a range of related activities from processing travel and other reimbursement claims to audit preparation.

MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)

1. Responsibility: Database administration

   Duties:
   - Running standard reports and coordinating the development of new reports with Client Services - University Systems.
   - Maintain and update Dashboard information and assist account holders with ERP issues in accessing, viewing and utilizing research account information.
   - Reviewing database, determining improvements needed and recommending changes that will provide improved reporting capability.
   - Responds to inquiries that result from the information or reports generated.
   - May make recommendations to the Manager and Assistant Manager around database information & reporting including for system modifications and changes.
## 2. Responsibility: Account balance monitoring and reporting

**Duties:**
- Produce, review, analyze and distribute account balance reporting on a monthly basis to a variety of stakeholders.
- Identify, produce, analyze and distribute deficit account balance reporting.
- Analyze account balances and spending in coordination with project end-dates and prepare projections that proactively identify accounts with potential deficit balances.
- Take initiative and think independently in preparing comprehensive reconciliations of accounts.
- Recommend new report formats based on feedback by account holders.
- Provide information to account holders and work with them to resolve deficit balance issues.
- Review commitments and work with account holders to identify outdated commitments.

## 3. Responsibility: Support other related activities as required.

**Duties:**
- Assist with processing domestic and foreign travel expense claims and other claims for reimbursement while ensuring compliance with the applicable granting agency guidelines and University travel policy and reimbursement policy.
- Respond to inquiries from faculty, staff and students related to travel claims and business expense claims providing explanation of policy and guidelines regarding sponsored research.
- Review on-line journal entries and salary reallocations to ensure they comply with grant policy and sponsored research guidelines.
- Audit preparation.

## REQUIRED QUALIFICATIONS:
Identify the qualifications required to perform the job. These should be directly related to the work and not to the education and experience level of the current incumbent.

**Skills:**
- ability to perform analysis and reconciliations and the ability to take initiative and problem solve.
- ability to think independently and apply sound judgment in problem solving;
- strong analytical and decision making skills and be able articulate information clearly to a variety of stakeholders.
- ability to learn, understand and apply relevant, often complex and sometimes conflicting policies and guidelines while processing claims.
- ability to plan, organize and prioritize time and duties effectively, working well under pressure to meet deadlines while accurately processing large volumes of paperwork.
- ability to work well both independently and within a close team environment;
- skills
- ability to relate effectively with faculty, staff and students, demonstrating responsibility, good judgment, tact and diplomacy.
- strong data entry skills.
- ability to maintain confidentiality of data processed.
Specialized Knowledge/Education:
- Knowledge of accounting processes, procedures, tools, resources and software.
- Knowledge of a variety of standard office equipment and software (e.g. scanner, MS office suite, databases).
- Knowledge of post-secondary, research and/or similarly large and complex organization’s administration.
- Considerable knowledge of external agencies.

Experience:
Advanced accounting experience, must have strong accounting skills with an ability to perform complex analysis and reconciliations gained through at least four years of financial administration experience in a research environment or equivalent combination of education, training and experience.

Experience must include:
- Leveraging a variety of computer applications effectively, including large database(s), complex spreadsheets, web-based technology and MS Office.
- Maintaining a high standard of professionalism and customer service while working under pressure and with high volumes of work to meet deadlines while maintaining accuracy.
- Working in situations that may involve difficult explanations and emotional situations.
- Working in situations requiring ability to maintain confidentiality of data processed.
- Auditing, review and processing of domestic and foreign travel claims, and expense claims required.
- Effectively plan, organize and prioritize time and duties effectively.
- Foreign currency conversion.

Work experience in a post-secondary, research and/or large, similarly complex and unionized environment; and/or experience with Banner an asset.

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