

<b><u>Position Title:</u></b>	Financial Administrator
<b><u>Program:</u></b>	Connected Minds
<b><u>Contract Term:</u></b>	1.5 years with possibility of extension
<b><u>Annual Salary:</u></b>	\$70,000 plus benefits
<b><u>Hours of Work:</u></b>	Full-time; 35 hours per week

### **ABOUT CONNECTED MINDS:**

Connected Minds: Neural and Machine Systems for a Healthy, Just Society (2023-2030) combines York's existing science and technology research ecosystem, and longstanding institutional strengths in the social sciences, arts, and humanities with Queen's University's complementary strengths in neuroscience, health, and artificial intelligence, as well as a substantial consortium of multi-sector partners. The Connected Minds vision is to co-create and co-lead socially responsible, community engaged research that produces innovative technologies, policies, and regulations that optimize the benefits and mitigate the risks of the new techno-social collective. Connected Minds will fund 35 strategic faculty hires, partner-focused seed, team, and prototyping grants, KM/commercialization events, and an ambitious multi-institutional micro-credential training program with 385 trainees and cross-sector stakeholders. All activities will require interdisciplinary participation, and we will prioritize projects that benefit Indigenous and other equity-deserving groups. With CFREF funding, Connected Minds will lead Canada and the world in the socially responsible creation and adoption of scientific and technological innovation to promote a healthy, resilient, and just techno-social collective.

### **JOB PURPOSE:**

Reporting to the Finance Manager and Program Director, the Financial Administrator performs a broad scope of professional accounting activities and will have primary responsibility in providing support with the financial activities of all Connected Minds accounts and assists with the monitoring and reconciliation of the accounts and activities. The Financial Administrator will assist with preparation of the annual program budget and reports, providing financial support to students and external and internal partners.

### **MAJOR DUTIES:**

- Under the direction of the Finance Manager, prepare and process financial transactions including payment requisitions, expense claims and journal entries in compliance with University and funding agency guidelines.
- Assist with financial management of budgets that include strategic planning, and forecasting.
- Assist with the monthly and yearly reconciliation of all Connected Minds cost centres.
- Assist with month-end close, including preparing and posting journal entries for reporting, discrepancies, and/or corrections for all reconciliation accounts in the Connected Minds program.
- Interpret and apply the University policies and procedures when making decisions.
- Analyze and recommend improvements to financial processes and procedures when applicable.
- Assist with preparing financial data to management for financial planning.
- Monitor and respond to inquiries from Faculty members and trainees.

- Generate weekly payments via EFT, online bill payments, and wire transfers related to accounts payable.
- Provide support to the generation of invoices to partners, donors, and vendors.
- On a weekly basis, ensure the appropriate filing of all backup documentation, invoices and payments.

## **QUALIFICATIONS:**

- Bachelor's degree in Accounting, Statistics or Business Administration or equivalent combination of education and experience.
- 1-2 years of related experience participating in full accounting cycles.
- Excellent knowledge of bookkeeping and accounting principles.
- Excellent knowledge and experience with Excel and/or Google Sheets.
- Direct experience processing data entry and maintaining a large database, recording transactions, and producing spreadsheets.
- Advanced proficiency in Excel using formulas, functions, pivot tables and charts to produce analysis and reports.
- Ability to work accurately with figures under pressure of high volume.
- Excellent attention to detail and accuracy and excellent mathematical ability.
- Previous experience with online expense reimbursement software. Experience with Concur or Oracle would be an asset.
- Ability to manage conflicting priorities. Ability to exercise sound judgment and initiative in the application of established guidelines and procedures.
- Ability to manage effectively multiple tasks in an environment of constant deadlines and frequently changing priorities.
- Excellent written and oral communication skills with demonstrated high degree of tact and sensitivity.

*Note: The duties of the Financial Administrator may evolve as the Connected Minds program expands and priorities shift. Flexibility, comfort with ambiguity, and a readiness to adapt to change will be essential.*

## **Application Instructions:**

Please submit a cover letter and resume to Nicoleta Negoita, People Partner, at [nicol23@yorku.ca](mailto:nicol23@yorku.ca). This position is open until filled.