



Job Ad

Ministry: Ministry of Training, Colleges and Universities
Division: Student Support Branch
Position Title: SENIOR FINANCE COORDINATOR
Duration: 1 Permanent
Location: 189 Red River Road, 4th Floor, Thunder Bay, P7B 6G9, North Region
Compensation Group: OPSEU
Salary: \$27.49 - \$31.92 (MplusM) per hour*
Position Status: Open
Job Code: 12OAD - Office Administration 12
Schedule: 3
Category: Administrative and Support Services
Job ID: 10312

The Ministry of Training, Colleges and Universities requires a strong leader to provide a range of financial analysis and advisory services for the issuance and tracking of transfer payment (TP) funds to post secondary institutions, banks, and individuals under the Ontario Student Assistance Program (OSAP).

Working independently, you will also be responsible for developing TP forecasts, coordinating TP extension user acceptance testing, and participating in the development of the programs' financial guidelines and policies. Providing financial and program advice, interpretation, and recommendations to management regarding program policies, processes and legislative requirements, as well as providing technical leadership to staff engaged in financial processing are large components of this role.

Qualifications: knowledge of financial, budget and accounting and auditing policies, procedures, practices; group leadership and teamwork skills to provide technical leadership and guidance to staff; analytical, evaluative, and problem solving skills to develop forecasts, conduct financial and variance analyses, conduct reconciliations, identify accounting and reporting problems and errors, conduct research and historical expenditure trend analysis, and design, develop and make recommendations to processes; communication, interpersonal and customer service skills to interpret and explain technical processes and prepare complex financial reporting documents and correspondence; planning, organizational, priority setting and work management skills to determine priorities, coordinate own activities, and ensure funding and reporting deadlines are met; knowledge of and experience with current software applications to gather and access data and information, develop spreadsheets and forms, as well as identify problems, coordinate user acceptance testing, ensure data integrity, and prepare statistical reports and presentations.

Posting Date: Friday, August 22, 2008

Closing Date: Monday, September 08, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Northern Recruitment Centre - Ministry of Government Services
159 Cedar Street, Suite 404
Sudbury, Ontario, P3E 6A5
Fax: (705) 564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.