



## Job Specification

**Position Title:** SENIOR FINANCE COORDINATOR  
**Job Code:** OPSEU - Office Administration 12, 12OAD  
**Job ID:** 10312

### Purpose of Position:

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 (loans prior to 2001) and individuals under the Ontario Student Assistance Program (OSAP). To develop TP forecasts, coordinate TP extension user acceptance testing and participate in the development of program financial guidelines and policies. To provide financial and program advice, interpretation and recommendations to management regarding program policies, processes and legislative requirements. To provide technical leadership to staff engaged in financial processing related to various program funding activities.

### Duties/Responsibilities:

Working with minimal supervision and referring only unusual or unprecedented matters to the manager, the incumbent:

1. Provides group leadership and technical guidance to unit staff by: establishing and assigning workloads and priorities; providing expertise and guidance in resolving a variety of problems related to program funding activities; identifying staff training needs based on individual staff experience and abilities; and initiating training as required.
2. Explains and implements new work methods and procedures and provides expertise and guidance to staff in the application and interpretation of a broad range of program legislation, policies and practices. Provides advice in the resolution of complex and unique funding/processing problems/issues, often involving research and analysis, and the development of resolution options.
3. Develops TP forecasts and calendarizations for funds paid to post secondary institutions, banks and individuals for various student loan, bursary and grant funding programs based on approved budget allocations. Provides advice and interpretation to funded parties on TP standards and reporting requirements, policies and procedures and ensures that funding is properly distributed and accounted for through the Ontario Student Loan Trust.
4. Monitors and conducts financial analysis of monthly reports from the National Student Loan Service Centre (NSLSC) and performs detailed reviews and reconciliations against ministry financial records (e.g. defaulted loans) to ensure consistency of reporting of budget expenditures. Prepares a variety of complex reports for the manager to address identified issues and deviations with recommendations and strategies for corrective action.
5. Conducts monthly TP analysis and reconciliation to IFIS, (e.g. what committed during the period) identifying complex accounting and reporting problems and errors and determining the need for/requesting journal entries or adjustments. Performs variance analysis on TP expenses and conducts research and historical expenditure trend analysis to assess patterns in spending and recommend remedial action to support program budget and reporting requirements. Maintains liaison with NSLSC staff to discuss accounting issues and develop resolution strategies.
6. Designs, develops and recommends, in conjunction with Ministry partners, TP processes for system upgrades and new loan and bursary programs. Leads/participates in meetings/committees with program partners to oversee end to end user acceptance testing. Identifies contentious system and program issues during testing and develops options/ recommendations for management to support system effectiveness and meet legislative requirements for provincial student loan/bursary programs.
7. Conducts reviews of Continuation of Interest Free Status appeals from students (e.g. out of province schools), assesses the status and reasons for the appeal and determines, from research and assessment of the facts, whether the CIFS should continue. Maintains liaison with federal and other provincial partners to ensure consistency with policies and legislation and responds to issues on behalf of the province.
8. Monitors and manages the recording system for a number of bursary programs (e.g. Work Study,

Child Care), including tracking TPs to institutions to assess expenditures and trends. Consults with Financial Aid Officers of institutions to assess requests for additional funds and makes decisions based on the nature of the requests and any extenuating circumstances that vary from established standards. Recommends resolution options for particularly sensitive cases to the manager.

**Knowledge:**

Job requires knowledge of all branch/division programs, policies and procedures for all programs administered under OSAP and related legislation and regulations to review and assess funding issues/requirements, recommend resolution to unique situations, explain and interpret policies and requirements, assess adherence to OSAP criteria/standards, provide information and advice to clients and stakeholders and participate in recommending financial guidelines and processes. Job requires knowledge of financial, budget and accounting/auditing policies, procedures, practices and analytical methods to prepare funding forecasts, conduct analysis/IFIS reconciliations of expenditure and TP data, conduct variance analysis, generate statistical reports, conduct research and historical expenditure trend analysis to assess patterns in spending and recommend remedial action. Job requires knowledge of the branch on-line computer system and related financial systems to input/access program data, assess consistency with provincial requirements and provide technical assistance/advice to institution financial aid representatives. Job requires knowledge of program priorities, policies, administrative processes and programs and legislation of funded parties related to OSAP to gather, provide and coordinate information on program funding requirements, manage the recording system for a number of bursary programs, provide input to financial procedures, processes and guidelines based on analysis of needs, provide interpretations/guidance to clients and partners and collaborate with Internal Audit Services to assess issues/action required from NSLSC audits. Job requires knowledge of current software applications (e.g. MS Word, Excel, MS Project, IFIS, internet/intranet) to gather data and information, develop spreadsheets/forms, access financial and program data, identify problems, coordinate user acceptance testing and prepare statistical reports and presentations.

**Skills:**

Job requires analytical and problem solving skills to develop TP forecasts and calendarizations, monitor and conduct financial analysis of monthly reports from the NSLSC, conduct TP analysis and reconciliation to IFIS, identify complex accounting and reporting problems and errors, perform variance analysis on TP expenses and conduct research and historical expenditure trend analysis to assess spending patterns of funded parties. Job requires analytical and evaluative skills to design, develop and recommend TP processes for system upgrades and new loan and bursary programs, identify contentious system and program issues during acceptance testing, develop options/ recommendations to support system effectiveness and meet legislative requirements and participate in recommending new provincial financial guidelines consistent with OSAP legislation with federal and other provincial government staff. Job requires research skills to gather data, analyze historical trends and prepare statistical reports with recommendations for corrective action. Job requires planning, organizational, priority setting and work management skills to determine priorities, coordinate own activities/reports, ensure funding and reporting deadlines are met and consult with/provide timely information to funded parties and federal counterparts. Job requires communication, interpersonal and customer service skills to interpret/explain technical processes and resolve problems, respond to information requirements and requests, resolve issues with branch and TP parties, participate as unit representative on policy/procedural committees and prepare complex financial reporting documents and correspondence involving policy and procedural interpretations. Job requires computer skills to prepare a variety of financial and administrative reports, statistics and process modifications and ensure integrity of financial data. Job requires leadership and teamwork skills with an aptitude for detail and accuracy to provide technical leadership/ guidance to staff and calculate, review and verify complex financial and program data/information. Ability to work independently and as an effective team member.

**Freedom of Action:**

Job requires working independently under the supervision of the manager and within ministry and OPS financial, administrative and TP policies, procedures, principles, practices and guidelines related to OSAP. Latitude for decision making exists in: developing TP forecasts and calendarizations; determining and expediting workflow and priorities to achieve assigned deliverables; conducting monthly TP analysis and reconciliation to IFIS; identifying complex accounting and reporting problems; designing and recommending, in conjunction with Ministry partners TP processes for system upgrades and new loan and bursary programs; researching program policies, past precedents and gathering information relevant to decision making requirements; assessing requests for additional funds and making decisions based on the nature of the requests and any unique and extenuating circumstances, which often vary from established standards; recommending financial guidelines; determining work assignments, providing technical leadership and resolving issues referred by unit staff. Work is reviewed by the manager for soundness of decisions and financial analysis, adherence to financial and funding policies, practices and legislation and the adequacy of client service. Job requires referring matters to the manager that vary significantly from established policies and procedures (e.g. significant instances of over/under expenditure, major user testing problems, particularly significant expenditure variances, issues of non-compliance with provincial OSAP policies and legislation).