



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: FINANCIAL ADMINISTRATOR
Job Code: OPSEU - Office Administration 11, 11OAD
Job ID: 14573

Purpose of Position:

- To liaise with and advise lending and collection agencies regarding Ontario Student Loans Plan (OSLP) legislation and its administration;
- To liaise with the Federal government regarding the administration of Canada-Ontario Integrated (COI) Loan program through the National Student Loan Service Centres (NSLSC) / service providers;
- To perform clerical duties related to the computer processing of transfer payments;
- To assist in the review of Branch budgets and create reports to be used by Management

Duties/Responsibilities:

1. Responsible for advising and explaining OSLP legislation, policies and procedures to lending agencies and the NSLSC (Service Providers) through liaison with HRDC by:

- Responding to verbal and written enquiries from lending institutions and Service Providers (through HRDC) regarding interpretation of regulations and implementation of policies and procedures;
- Analyzing problem accounts and recommend appropriate course of action following developed policies and guidelines
- Maintaining solid working relationships with lending institutions and HRDC, providing advice on problem accounts;
- Recommending course of action to manager for institutions or Service Providers who remain non compliant;
- Provide on line support to lending institutions.

2. Ensure Class A interest and Interest Relief transactions are processed accurately and in a timely manner. Correct and resubmit OSLP documents and Interest Relief applications rejected from the OSLP system as required.

3. Responsible for processing cheques for all Branch transfer payment programs by completing Production Requests and Payment Requisitions for approval ensuring requirements of Management Board directives are adhered to. Requesting electronic funds transfers (EFT) for payments to the Ontario Student Loan Trust and other partners as outlined in the various Agreements and practices. This position will liaise with Shared Services Bureau and Ministry of Finance staff as required.

4. Responsible for communicating the authorization of the daily disbursement of Ontario student loan funding to the Ontario Student Loan Trust within established timeframe, tracking rejected items and discrepancies.

5. Perform clerical duties related to the processing of transfer payments, cancelled cheques and deposits for the Branch including cheque tracing and cheque/payment replacement. Prepare various reports/summaries of expenditures relating to Transfer Payments, salary and direct operating expenditures.

6. Produce required Canada Custom and Revenue Agency (CCRA) forms and resolve any discrepancies.

7. Respond to correspondence and enquiries from applicants, MPP offices, postsecondary and financial institutions by:

- Assisting with the preparation of correspondence from senior ministry officials by completing case summaries to provide factual information;
- Research and draft replies to correspondence for the Director, Program Manager or other Ministry officials;
- Ensure letters received regarding service requests or problems are followed up with appropriate service representatives to meet Ministry guidelines for response;
- Track recurring policy and service issues addressed in correspondence and identify to appropriate manager

8. Responsible for paying Claims for Loss/Return to Government loans submitted by lending institutions and the NSLSCs (service providers):

- Examine claims submitted for defaulted loans and borrowers history in order to authorize payment to the lending institutions.
- Review the Return to Government information received from the NSLSCs for accuracy prior to payment to the Ontario Student Loan Trust;
- Facilitate regular payment to the lending institutions and Trust and transfer of accounts to CMU using approved Branch processing;
- Liaise with Collection Management Unit regarding defaulters and other collection matters including review settlement proposals;
- Maintain records and statistics of defaulted loans;
- Facilitate the receipt of write off information from CMU and the OSLP claims system and provide the Manager for annual submission to Management Board;
- Update the restricted list with information provided by CMU, the National Student Loan Service Centres and the Program department staff;
- Communicate with various client groups including Trustees in Bankruptcy, lawyers and Federal government agencies.

9. Assist in the effective implementation and evaluation of OSLP policy and procedure by:

- Leading or participating in project teams dealing with program policy and procedural issues;
- Developing procedures to be used by lending institutions and students, writing guidelines for their use for posting to the Institution Resources and OSAP website;
- Recommending changes to policies and procedures in response to feedback from partners;
- Work with Information Systems unit to ensure processes deliver accurate records fro financial transactions, which meet Ministry and partners needs.

10. Provide group leadership to junior staff in the Finance unit by:

- Providing leadership, technical advice and guidance, training staff in unit procedure and changes to policies;
- Resolve any work related problems and bring contentious matters to the managers attention;
- Assist junior staff in identifying cases that should be forwarded for investigation of fraud to the Standard Monitoring and Compliance Unit.

11. Other related duties as assigned.

Knowledge:

Thorough knowledge of Ontario Student Loan Plan policies, procedures and legislation. Good knowledge of OSAP and the procedures of lending institutions and National Student Loan Service Centres. Job requires a good understanding of branch and ministry accounting and budgeting procedures and practices. Job requires a demonstrated knowledge of fundamental accounting principles as well as a sound understanding of accrual accounting practices.

Job requires knowledge of the policies and procedures regarding financial transactions to meet Management Board standards and reporting requirements of the Income Tax Act.

Job requires problem solving skills to determine over/under expenditures of branch programs and direct operating expenditures and report to Manager of Finance.

Job requires demonstrated knowledge of personal computers and related software (MS Word, Excel) to produce correspondence, spreadsheets and reports.

Job requires a working knowledge of electronic financial information systems including GEAC/IFIS and JD Edwards.

Skills:

Analytical and research skills are required when reconciling deposit summaries to IFIS.

Analytical and research skills are required to investigate and review special cases such as write-off/settlement proposals and client complaints.

Organizational skills to prioritize own work in conjunction with other team members.

Strong communication oral and written skills to liaise with ministry partners, write reports, correspondence and provide guidance to junior staff.

Job requires interpersonal skills to deal tactfully and courteously in order to establish a good working relationship with client groups including lenders, HRDC, CMU, lawyers/trustees and students

Freedom of Action:

Position requires performing tasks with minimal direct supervision and is expected to make all work-related decisions, referring to the manager only matters that deviate radically from established procedures, policies, practises and guidelines.

Position uses judgement in order to perform error correction activities in the review of OSLP accounts

and write-off/settlement proposals, establishing options to present to the Manager of Finance.

Position uses judgement to providing advice and explanation of OSLP legislation, policies and procedures to lending agencies and the NSLSC.

Position selects the most appropriate and best approach to completing work objectives in order to ensure assignments are completed within established time frames and deadlines.

Position is responsible for performing a significant variety of tasks that require the incumbent to plan and co-ordinate own activities, to ensure accurate completeness within established time lines and competing deadlines.

Position is responsible for providing analysis by providing advise and detailed information on OSLP legislation, policies and procedures to lending agencies and the NSLSC (Service Providers) through liaison with HRDC.

Position responsible for ensuring that any material errors are identified and reported to the Manager immediately to ensure accurate processing of OSLP accounts. Errors may have an impact on other work groups and clients.