



Employment Opportunity

Job ID: SCHII-24-14
Job Title: **Business Services Officer**
Department: **Financial Services / Human Resources**
Campus: **Orillia**
Status: **Permanent**
Job Category: Schedule II
Date Posted: Feb 27th, 2024
Closing Date: March 12th, 2024

Why Lakehead University?

At Lakehead University, we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration is essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. For the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest-ranked university in the world, with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

As part of the Financial Services and Human Resources teams, reporting directly to the Manager, Budgeting and Accounting with a dotted line matrix reporting relationship to the Manager of Human Resources and Organizational Development and the Associate VP, Administration (Orillia). This role ensures accurate record-keeping and maintenance of accounting standards as well as provides front-line Financial Services Support.

Human Resources responsibilities include processing HR/Payroll forms into the HRIS system, ensuring accuracy and compliance with Employment Standards, applicable University policies and/or collective agreements. The position ensures proper procedures and protocols are followed when entering employee data into HRIS. The incumbent will work closely with the HR team to facilitate and foster continued maintenance, growth, and improvement in our HR systems and programs.

Job Duties

Accounting and Financial Administration:

- First point of contact for all Financial Services Inquiries.
 - Refer inquiries to other departments (i.e. A/P, A/R, payroll etc.) as required
 - Answer general financial services questions
- Assist with Year end processes and audit
 - Generate and analyse financial and budget variance reports.
 - Ensure financial records are maintained in compliance with Generally Accepted Accounting Principles (GAAP) while adhering to proper internal controls and Lakehead University policies, procedures and guidelines.
 - Ensure accounts are finalized with emphasis on the identification of year end adjustments such as accruals, deferrals, and receivables.
 - Verify budget codes and available budget dollars to enable accurate processing of transactions.
 - Other duties assigned with consultation of the Manager, Budgeting and Accounting
- First point of contact for students regarding their student accounts (Both Graduate & Undergraduate).
 - Detailed knowledge of Schedule of Academic Fees & Refund Policy
 - Accurately communicate information pertaining to university policies, academic fees, payment/refund dates.
 - Maintain confidentiality of student financial records as defined in the Confidentiality Policy – Student Records.
 - General knowledge of Lakehead University policies, Departmental contacts for the purpose of student assistance, Graduate program, and sponsored students
 - Efficiently respond to telephone Calls, voicemail, email and walk-in traffic.
 - Refer to other departments (Student Financial Aid and Awards Office, Registrar's Office, Admissions etc.) as required
- Other
 - Facilitate training of new employees with Concur and respond to any queries.
 - Answer inquiries regarding Concur, Purchasing Card, budget codes and transfers, approval processes.
 - Advise Orillia employees on basic pcard procedures.
 - Actively participate in committees as required
 - Assist the Physical Plant department (Orillia)
 - Create Blanket Purchase Orders, verify incoming invoices
 - Prepare cheque requisitions and purchase orders, accept approved invoices into Colleague as required,
 - Entering invoice info into ERP system to process payments,
 - Ensure accuracy of financial documents to adhere to the Purchasing policy
 - Assist with obtaining quotes, creating electronic requisitions, and accepting goods into the system.

Human Resources and Administration:

- HR/Payroll/Benefits Processing and HR Information System (HRIS) Maintenance including:
 - Ensuring accurate processing of HR/Payroll forms into the HRIS system while adhering to Employment Standards, University policies, and collective agreements.
 - Processing new hires, position changes, salary increases, leaves of absence, resignations, retirements and maintaining position details in HRIS.
 - Verifying and calculating hourly/annual rates of pay, retroactive pay, and changes in employee benefits, including pension, LTD, and life insurance.
 - Set up and maintain official employee personnel files. Consolidate HR reports or union lists for various external and internal stakeholders and ensure these are accurately reported within timelines.
- Managing the complete implementation of the Moving and Travel Policy for new employees.
- Implementing training materials, process guides and documentation for various HR processes as required.
- Supporting all other sections within HR as required.
- Actively participate in and support employee engagement events within the Orillia campus and contribute as required.
- Note: Other responsibilities and duties may be assigned.

Qualifications & Experience:

- Bachelor of Commerce or Business Administration with a focus in Accounting or a combination of relevant post-secondary coursework with 3-5 years work experience:
- Strong knowledge of Colleague system and ERP will be an asset
- Ability to work effectively with a wide range of constituencies in a diverse community
- Strong analytical skills with extensive Excel knowledge and proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Familiarity with Fund Accounting
- Familiarity with mainframe and desktop computer software applications.
- Strong interpersonal and communication skills coupled with the ability to exercise tact & diplomacy
- Ability to multitask, understanding of accounting and budgeting skills, Strong accounting and budgeting skills, High customer service orientation

Working Conditions

- Office Hours
- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.



Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in Word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements