

BENCHMARK
Financial/Contract
Administrator 2

COMMUNITY SUBSECTOR COLLECTIVE AGREEMENT

CLASSIFICATION GRID: 40

BENCHMARK TITLE: FINANCIAL/CONTRACT ADMINISTRATOR 2

BENCHMARK NUMBER: 80810

JOB FAMILY: ADMINISTRATIVE SERVICES

SCOPE AND LEVEL DEFINITION

Provides advanced financial and/or contract administration support such as developing and overseeing financial control and reporting systems, developing and presenting budget submissions and justifications, exercising signing authority, and allocating funds. May supervise staff.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Develops, evaluates, and oversees financial control and reporting systems related to budgets, grants, resource allocation, and contracts with external agencies and service providers. Performs needs assessments, and develops and implements systems, such as contract monitoring to ensure compliance with terms and conditions, budget monitoring to ensure that commitments are supported by available funds, and fixed asset management systems.
2. Performs budget duties such as developing budget submissions, preparing and presenting budget justifications and presentations, advising senior managers on budgetary issues, exercising signing authority, allocating and reallocating budget and contract funds, and making recommendations for dealing with surpluses and deficits.
3. Interprets government financial policies for organization staff, and ensures organization's compliance with policy. Makes recommendations related to organization's financial policy.
4. Performs audit functions such as verifying accuracy of financial records, liaising with Auditor General staff during audits, and following up on audits to implement recommendations and to ensure compliance with directives.
5. Performs complex projections, forecasts, and analyses such as cost-benefit analyses, trend analyses, impact analyses, feasibility studies, and business cases for new programs and initiatives. Makes recommendations on issues such as fund allocation, funding options, and contract negotiations.
6. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
7. Performs other related duties as assigned.

Implementation Date: May 2, 2003

80810
3-12

Grid level updated: April 1, 2019 (per CIU Com-157)

QUALIFICATIONS

Typical Education, Training, and Experience

- Accounting designation such as CGA, CMA, or CA
- Recent, related experience of four years
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to type
- Business writing skills
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of principles and practices related to financial and budget management
- Ability to supervise
- Ability to develop, evaluate, and monitor financial systems and procedures
- Ability to interpret and apply policies and procedures