Expense Reimbursement Administrator

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Expense Reimbursement Administrator

Payment Services, Financial Services

Temporary full-time from May 2019 to August 31, 2019
Temporary absence of the regular incumbent

Hiring #: 2019-0266

Please read the Application Instructions before applying

Reporting to the Expense Reimbursement Officer (Payment Services) the Expense Reimbursement Administrator position is responsible for the review, control & processing of University employee Travel, Expense & PDR reimbursement claims. The incumbent acts as a key resource to the University community in providing guidance in the interpretation of University policy and procedures on Travel, Professional Development Allowance and Travel Advances. As an important member of the Payment Services team, the Expense Reimbursement Administrator must have good communication, organization and time management skills and be capable of accurately and efficiently carrying out tasks in a high volume, deadline driven environment.

Specifically the incumbents responsibilities include: the reviewing of travel & expense claims and all supporting documentation attached, review of signature authorizations, verifying figures and ensuring that the claim for out of pocket expenses is in compliance with University Policies & Procedures, the policies of other Funding agencies (NSERC, SSHRC, CIHR, etc) and various legislative requirements such as Broader Public Sector Directives (BPS) and tax legislation.

On an ongoing basis, the incumbent provides education and expert advice to the university community and departmental contacts to help ensure that expense claims are submitted in a complete and correct manner in order to ensure that the processing of the ~ 10,500 claims (annually) can be completed in a timely manner and payment for employee out of pocket expenses has a quick turnaround. In exercising these responsibilities, the incumbent must exercise good judgement & tact when dealing with contentious or rejected claims and balance multiple priorities daily.

Requirements of the position include: Two years community college in a related field along with one year related experience, or equivalent combination of education and experience. Experience in expense claim &/or accounts payable processing in medium to large business environment preferably in a government or not for profit sector preferred. Additional requirements include: computer software skills, including Microsoft Office Suite; working knowledge of larger transaction processing systems, preferably Oracle Financials; excellent knowledge on the use of Office 365 email combined with providing the Help Desk Support role; the ability to demonstrate a high level of confidentiality, attention to detail, and accuracy; and the ability to multitask and prioritize, and handle competing demands while working with interruptions in a fast paced environment. Working towards a Business Accounting Diploma or 1st or 2nd level CPA would be considered an asset.

Covering Position Number 414-015
Classification USW, Local 4120 Salary Band 4*
Normal Hiring Range $23.13 - $25.85 per hour

*Tentative evaluation; subject to committee review.
At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 05 06
Closing Date: 2019 05 13

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply