

Sustainability Project Fund Application

Applicant/Project Leader: Lilith Wyatt

Faculty: Office of Sustainability

Contact Information:

Name: Lilith Wyatt

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Project Title: SPF support (an addition to SPF budget, SP0000)

Budget Requested: \$20,000 part-time salary

I. Project Overview

The Sustainability Projects Fund (SPF) was created in the 2009-2010 academic year based on referenda of three student societies and the Provost approving the student fee and administrative matching. These approvals from the community were for the three-page description of the SPF's mandate and structure. This structure stated that:

A portion of the fund monies will be reserved to hire a Sustainability Projects Fund Administrator for the three-year term of the fund, as well as two to three student work study positions in tandem with this position.

I, as the SPF Administrator, have hired three student interns for Finance & Reporting, Applied Student Research & Curriculum, and Multimedia/Website so support the activities and mandate of the Sustainability Projects Fund. The challenge with students is because of their transience, financial administration and human resources training (approximately 9 half-day courses for proper training and authorization) is not a wise investment. As of June 2011 46 projects worth \$1.1M have been approved and are on the ground. Standard overhead is 15% and the SPF currently runs off less than half that (about 6.5%).

The most unique and powerful impact of the administration of the SPF is the care and intention put toward nurturing each relationship with everyone interested, every applicant, and every project team member. Though this requires time, **these relationships are what differentiates the SPF from most granting organizations and what actualizes our mandate in our own operations. This ensures the SPF walks its own talk.** To effectively support current project teams in their activities and to continue to reach out to, engage, and support new applicants, the SPF requires a new part-time position.

The proposed SPF support position will be a level 6 clerical position with the role of Accounting Clerk/Secretary. They will be responsible for all financial and human resources processing needed on behalf of the projects. Selected duties will include, but are not limited to:

- Receiving & filing SPF applications
- Providing human resources and financial forms to projects teams as required
- Processing SPF project payrolls forms
- Processing SPF project casual payroll through POPS (software)
- Coordinate POPS authorization of other administrative departments on SPF FOAPALs
- Processing financial transactions for SPF projects through Banner, Minerva, and McGill MarketPlace (payment requests, purchase orders, expense reports, advance requests, invoices, etc.)
- Provide monthly project expense summaries
- Liaise with other McGill service units to supply project FOAPALs as appropriate
- Provide finance and human resources guidance to project teams and other McGill service units
- Work with Finance & Reporting Intern on the biannual transfer of administrative matching funds, SPF Annual Report, updating SPF forms and documents, and other reporting activities

Timeframe/Milestones:

Ideally the position will be posted and filled before the beginning of the 2011-12 academic year in anticipation of an increase in SPF activity.

Stakeholders:

Chuck Adler, Director of Campus & Space Planning , as the current supervisor of the Office of Sustainability was involved in the development of this proposal and agrees that it fits well into the Office and is aligned with the mandate of the SPF.

This position will not be supporting other activities within the Office of Sustainability at this time. In the future such a possibility might arise, and the position’s role and responsibilities as well as its sources of funds would then be revisited.

II. Project Implementation

Tasks and Responsibilities:

Type of Activity – Task	Estimated Time Required	Group Member in Charge
Finalize & post position	1 week	Lilith Wyatt, with support from University Services HR department
Hiring process	4 weeks	
Training position	2 weeks	Lilith Wyatt
Position duration	20 months (Aug 2011-Mar 2013)	Lilith Wyatt

III. Financials

Detailed expenses:

Expense Description	Estimated Cost
Salary, relevant benefits, phone jack, and computer	\$22,000/year * 20 months = \$37,000
Staff training	\$0

Detailed revenues:

Revenue Source	Amount Requested	Confirmed?
Sustainability Projects Fund	\$37,000	No

IV. Generic Job Description

Ped Number:	00125
Title:	Accounting Clerk/Secretary
Rank:	14
Level:	6
Sub Group:	C

JOB SUMMARY:

Under the direction of the immediate supervisor, performs various accounting functions and secretarial duties. Authorizes various financial commitments according to established procedures. Verifies, analyses and records accounting transactions using automated financial systems. Investigates and follows-up on discrepancies or other accounting and administrative matters as required. Types documents, answers telephone, receives visitors, updates information systems, and maintains files.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Types various documents such as correspondence, manuscripts, reports, grant proposals, statistical tables, administrative forms and lists. Following instructions, arranges for publication of materials, such as the departmental handbook, web pages and publicity brochures. Formats according to specifications using standard computer applications. Proofreads for grammar and spelling. Composes routine correspondence.
2. Ensures that all accounting documents conform with University standards with regard to required authorizations, accuracy of calculations, completeness of supporting documentation, and ensures the availability of funds.
3. Prepares and records accounting transactions and ensures that allocation to accounts is accurate. Opens new accounts as required. Generates reports and account statements and reviews for accuracy. According to instructions, prepares reports on certain budget accounts. Makes corrections according to area of activities and level of responsibility. Performs various analyses and reconciliations of accounts as required.
4. Receives, screens, directs and makes telephone calls; takes and relays messages. Arranges meetings and contacts participants regarding time, place and general purpose

of the meeting. When requested, schedules and arranges appointments and makes travel arrangements.

5. Performs data entry to update management, patient or student record computerized information systems. Produces lists and reports using appropriate software. Keeps up to date with and implements standard computer applications. May act as a resource person for standard office software.
6. Analyses different accounting or payroll files and makes any required changes. Opens new files as required.
7. Authorizes or refuses financial commitments according to established procedures. Calculates, prepares and records disbursements and flow of funds and completes required documents. Performs cashier functions. Collects cash received in areas of the unit. Verifies deposits and taxes.
8. Prepares journal entries. Records entries in general ledger.
9. Communicates with suppliers, clients, or any other persons in order to give or obtain information related to area of activities.
10. Completes various administrative forms in relation to area of activity and, as required, sends to other administrative units or external organizations. Carries out routine administrative tasks such as taking inventory of and ordering office supplies, returning merchandise, and issuing keys. Reserves rooms for courses and seminars and other events, and books equipment and other services; makes changes when requested and/or necessary.
11. Organizes filing system for documents within area of activity.
12. Uses standard office equipment such as personal computer, typewriter, calculator, photocopier and fax machine, etc.
13. Notifies supervisor of any anomaly, situation or particular problem and, as necessary, proposes changes or improvements to the work flow within the unit.
14. The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed by an employee whose position has been matched to this generic job description.

EDUCATION AND EXPERIENCE:

DEP (Accounting or Secretarial)

Two (2) years' related experience