

## Job Description

<b>Job Title:</b>	Manager, Accounting & Financial Analysis
<b>Department:</b>	Print + Retail Solutions
<b>Reports To:</b>	Director, Print + Retail Solutions
<b>Jobs Reporting:</b>	Accounting Analyst Financial Analyst
<b>Salary Grade:</b>	USG 11
<b>Effective Date:</b>	April 2022

### **Primary Purpose**

The Manager, Accounting & Financial Analysis is accountable to the Director, Print + Retail Solutions (P+RS) to provide financial management and strategic planning support to ensure the viability of P+RS business units. The incumbent is accountable for the integrity of P+RS internal financial statements, and to ensure financial data is processed and recorded in accordance with generally accepted accounting principles and university policies and procedures. The incumbent also provides leadership within the department on variety of budgeting and planning initiatives.

### **Key Accountabilities**

#### **Leadership**

- Contributes to goal-setting and strategic planning for the department as a member of the P+RS Leadership Team, and implements those plans and goals within their area
- Assists in the creation of and adherence to P+RS' standards of excellent customer service
- Ensures effective communication of departmental direction and initiatives to direct reports by establishing transparency through shared P+RS goal setting
- Proactively participates in P+RS project prioritization and reviews it on an ongoing basis, while taking the initiative to make recommendations to the Director with respect to potential customer service and conversion improvements to increase sales and profitability
- Models the values of the P+RS department and the priorities of the Leadership Team in interactions with internal and external partners

#### **Fiscal Management and Control**

- Provides leadership, co-ordination and management of sales reports, inventory reports, and internal financial statements, annual budgets, annual year end reports and financial position forecasts
- Develops, improves and promotes strong internal controls for financial processes and transactions to minimize risks
- Conducts periodic audit and review of P+RS' financial resources, policies, and procedures

#### **Financial Strategy and Long-Term Planning**

- Provides financial analysis in support of current and long-range planning, including but not limited to special projects, business development and major renovations
- Prepares multi-year budget projections for the department's financial position
- Provides financial input, including financial documentation, for the Director and the Leadership Team in support of decision-making
- In conjunction with the Director, prepares and submits the annual P+RS budget to Finance
- Performs ongoing monitoring of budgets and financial transactions during the fiscal year
- Reviews the financial statements monthly and conducts meetings with the Director and managers to discuss any questions or concerns

- Presents the department's financial analysis at the monthly P+RS management meetings or as required

### **Business Management**

- Ensures implementation of the accounting resources to support the Director and Leadership Team in strategic planning, budget preparation, establishing/monitoring of performance measures, operations review, identifying areas for cost reduction, forecasting and analysis of operational performance
- Analyzes the financial details of business operations to identify development opportunities and areas where improvement is needed
- Ensures the integrity and accuracy of accounting procedures for management of P+RS cash handling, reconciliation, cash floats, Accounts Receivable and Accounts Payable, including audits of invoice payments, department charges and clearing accounts
- Accountable for effective audit and control of the P+RS casual payroll; the incumbent works with the Administrative Officer to address any internal casual pay inquiries..

### **Data Analysis and Reporting**

- Creates and implements policies and procedures regarding how P+RS' financial data is used for research and reporting, in conversation with the Administrative Officer and the Associate Director, Strategic Initiatives and Special Projects, including who has access to financial data
- The incumbent is accountable for the stewardship of financial data within the department, including:
  - Ensuring financial data has integrity for what it is being used for
  - Ensuring privacy and data storage regulations are followed
  - Ensuring the appropriate application of the data by establishing review and approval processes
- Acts as a consultant to P+RS and Finance staff, to safeguard accurate interpretation of P+RS' financial data, assess project and program outcomes, and ensure that strategic issues and priorities are critically examined and planning activities are grounded in sound and reliable evidence
- Presents financial data analytics in an efficient and easily understandable way to a wide variety of audiences and users, using various reporting formats and web technologies
- Creates and maintains reporting dashboards for the Leadership Team and the Director, including:
  - Determining the most salient key performance indicators
  - Developing reliable ways of assessing key business outcomes on an ongoing basis
  - Reporting on financial performance for all business units, and ensuring understanding among those who make decisions based on the information presented
- Mines existing data to identify opportunities and participates in market research and analysis
- Develops reliable forecasting and other modelling to inform and support planning
- Research new tools, systems and practices to recommend ongoing improvements in data analytics

### **Collaboration**

- Participates regularly in departmental working groups to understand and contribute to planning and decision making
- Serves as the primary point of contact with Finance on financial and other business matters
- Collaborates with Finance to ensure strong internal controls are in place and accounting policies and procedures are documented, well understood, and adhered to consistently
- Provides functional support to Finance on local financial systems implementations, upgrades and major business process changes
- Interacts regularly with the Leadership Team and all P+RS staff and supports cross-promotion of products and services wherever possible
- Establishes and maintains strong partnerships and relationships with units throughout the university and the affiliated colleges that help P+RS achieve its goals, while ensuring that P+RS is represented professionally

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<ul style="list-style-type: none"> <li>Where relevant, establishes and maintains strong collegial and productive relationships with colleagues at other post-secondary institutions, sharing best practices and developing solutions to shared issues within the sector</li> </ul>
<p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>Trains, supervises, and mentors direct reports and team members</li> <li>Initiates and conducts regular performance conversations and annual reviews with direct reports</li> <li>With input and support from the Director, addresses performance and staffing issues quickly and decisively – and proactively, whenever possible – within their team</li> </ul>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Commits to positive interactions with all internal and external customers, and provides appropriate level of assistance regardless of situation or location</li> <li>Ensures that all customer inquiries are handled in a professional, timely manner; and in cases when customers should be redirected to other staff; the incumbent will ensure that the redirection is complete and that the customer is not left without service</li> </ul>

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### Required Qualifications

<p><b>Education</b></p> <ul style="list-style-type: none"> <li>Undergraduate Degree in Accounting, Financial Analysis, Business, or related discipline</li> <li>Recognized accounting designation (CPA) and membership in good standing</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum five years of experience in accounting management and financial analysis in a retail or business environment</li> <li>Minimum two years of supervisory experience in a business or post-secondary environment</li> <li>Experience and demonstrated comfort using databases, spreadsheets, reporting and analysis tools, and new technologies</li> </ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>Business acumen, along with strong analytical and problem-solving skills</li> <li>Attention to detail and organizational skills</li> <li>Critical thinking</li> <li>Demonstrated leadership ability</li> <li>Excellent written and verbal communication skills</li> <li>Interpersonal skills and relationship-building</li> <li>Comfortable dealing with highly confidential information</li> <li>Familiar and comfortable using accounting databases and enterprise level software applications</li> <li>Advanced skills using Microsoft Excel (e.g., pivot tables, conditional formatting, vlookup)</li> </ul>

### Nature and Scope

- Contacts:** Beyond connections with P+RS colleagues, the incumbent has regular contact with campus groups and off-campus suppliers to maintain and develop positive customer relationships and beneficial vendor relations. The incumbent also maintains excellent relationships with colleagues from other institutions to gather best practices and share information related to providing the best service possible to the campus community.
- Level of Responsibility:** This position is responsible and accountable for the development and management of P+RS' financial processes and initiatives. Staffing for this area typically includes two full-time staff members and other casual/contract staff support.
- Decision-Making Authority:** Responsible for development and implementation of strategic plans, budgets, best practices and process improvements that support P+RS' mission and goals, in

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collaboration with the Director and Management Team. This position has decision-making authority for the items outlined above.

- **Physical and Sensory Demands:** This position requires exertion of physical sensory effort resulting in slight fatigue, strain, or risk of injury. Some lifting, bending, and stretching is required from time to time (e.g., in order to move products or equipment).
- **Working Environment:** This position works in a typical retail store and office environment. There may be unusual hours or schedules, extended weekend hours, or weekday extended hours with varying volumes of work at different times of the year. Some travel may be required.