

## Job Description

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<b>Job Title:</b>	Associate Director, Management Reporting & Budgets
<b>Department:</b>	Finance
<b>Reports To:</b>	Director of Finance
<b>Jobs Reporting:</b>	Management Reporting and Budget Analyst
<b>Salary Grade:</b>	USG 14
<b>Effective Date:</b>	January 2019

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### **Primary Purpose**

The Associate Director, Management Reporting & Budgets oversees and executes processes and controls that are required and provides financial leadership that is critical in ensuring that the University maintains a prudent financial position.

The Associate Director, Management Reporting & Budgets works closely with the senior management team in Finance to ensure that management reporting and budget activities are well integrated with other Finance functions.

### **Management Reporting**

The Associate Director, Management Reporting & Budgets works to enhance reporting for management decision making. While assessing requirements and considering system capabilities, financial data structures and frameworks, usefulness, understandability, sustainability and scalability, the Associate Director, Management Reporting & Budgets builds collaborative and productive cross-functional working relationships and delivers reliable and relevant management reporting.

### **Budgets**

The Associate Director, Management Reporting & Budgets provides leadership from a Finance perspective in developing the University's annual operating budget, working collaboratively with other teams and in discussion with the VP, Administration & Finance and the VP, Academic & Provost. The role ensures that the operating budget allocations in the financial system are regularly reconciled to the Board approved annual operating budget, manages budget processes within Finance and ensures that Finance budget processes are well integrated with related processes in other areas of the University.

### **Key Accountabilities**

#### **Enhance the management reporting available to the University community from the financial system**

- Review and recommend presentation, content and parameters of management reporting available from the financial system based on consultations with a variety of University stakeholders on their reporting needs while considering data access control frameworks, sustainability, scalability and systems capabilities
- Work with other teams within Finance and other departments as required to ensure the accuracy and timeliness of data in the financial system for management reporting
- Work closely with the Financial Systems team, other colleagues within Finance, IST and other University departments as required to deliver continuous improvements to management reporting available to the University community

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<ul style="list-style-type: none"><li>• Work with colleagues within Finance to develop and deliver communications and training to the University community on how to use and understand available reporting and reporting tools to ensure users are supported and that the information made available in reporting is well understood</li></ul>
<p><b>Lead Finance processes relating to the operating fund budget</b></p> <ul style="list-style-type: none"><li>• Provide leadership from a Finance perspective in developing the University's annual operating budget, working collaboratively with other teams and in discussion with the VP, Administration &amp; Finance and the VP, Academic &amp; Provost</li><li>• Ensure that the operating budget allocations in the financial system are regularly reconciled to the Board approved annual operating budget</li><li>• Develop and implement annual salary and benefit conversions</li><li>• Manage budget processes within Finance for updating operating fund budget amounts within the financial system</li><li>• Work closely with colleagues in all business units across campus to ensure that Finance processes relating to the operating fund budget are well coordinated with related processes in other areas</li><li>• Approach cross functional business processes with a view to continuous improvement, enhancing communication, understanding the requirements of other areas and providing sound financial advice and direction</li><li>• Oversee the annual process to calculate ancillary chargeouts for space, utilities and administrative charges and provide timely information to stakeholders on such chargeouts</li><li>• Act as a primary representative from Finance on cross functional projects or discussions related to the University's operating budget or internal funding allocation model</li></ul>
<p><b>Leverage the financial system to manage the University's budget</b></p> <ul style="list-style-type: none"><li>• Develop an understanding of the functionality and configuration options of the budget module of the financial system and advise on configuration requirements</li><li>• Act as the functional lead on upgrade and reimplementation work of the budget module</li><li>• Develop an understanding of the functionality and configuration options of the salary budget and commitment module of the HR management system and advise on configuration requirements</li><li>• Pursue continuous improvement on how systems and reporting are leveraged to provide optimal information on actuals, budgets, and commitments to provide reliable, timely and understandable financial information for management decision making</li></ul>
<p><b>Provide direction on the data structure within the financial system to be leveraged for management reporting</b></p> <ul style="list-style-type: none"><li>• Reviews and approves the creation of new org unit set up within the financial system</li><li>• Recommends definitions and criteria for when a new work order or activity should be set up within the financial system; considers feedback from stakeholders, consistency and data maintenance implications</li><li>• Work with the Financial Systems team and others within Finance as required on processes related to data structure for management reporting within the financial system</li></ul>
<p><b>Provide leadership and direction to team members</b></p> <ul style="list-style-type: none"><li>• Manage the hiring and performance of team members</li><li>• Provide the team with direction, support, and professional development opportunities</li><li>• Ensure appropriate cross training is in place for all critical functions</li></ul>
<p><b>Other</b></p> <ul style="list-style-type: none"><li>• Act as a member of the senior management team responsible for developing and implementing the strategic direction of the Finance team</li><li>• Promote a culture of continuous improvement in terms of efficiencies and leveraging financial systems capabilities and new technologies</li><li>• Collaborate effectively with other functions to achieve University objectives</li></ul>

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- Continuously investigate management reporting and budgeting issues and industry trends in order to maintain a high level of quality in these areas. Participate in other department and University projects and assignments as required.

*\*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**

#### **Education**

- University undergraduate degree, courses in accounting or business preferred
- Chartered Professional Accountant (CPA) designation (Canada)

#### **Experience**

- A minimum of 8 years of progressively responsible financial experience in complex environments
- A minimum of 3 - 5 years of experience managing or coaching staff
- Substantial previous experience in financial reporting and/or management reporting and/or budgeting
- Substantial previous experience with a significant financial system/ERP system
- Exposure to a not-for-profit or public sector environment is an asset

#### **Knowledge/Skills/Abilities**

- Demonstrated ability to communicate and collaborate effectively with individuals at all levels in the organization
- Strong analytical, technical and problem-solving skills
- Conceptual thinker with strategic planning skills and initiative
- Excellent interpersonal and communication skills including verbal, listening, written and presentation skills
- Works independently with a strong work ethic
- Exceptional attention to detail
- Understanding of generally accepted accounting principles and their application to not-for-profit organizations
- Demonstrated leadership and mentoring skills
- Expertise and ability to provide advisory services
- Strong relationship building skills
- Demonstrated ability to work in cross functional teams
- Ability to plan and lead discussions
- Team player who works collaboratively with colleagues
- Strong computer skills including advanced MS Excel

### **Nature and Scope**

- **Contacts:** Internal: Good working relationships are required with colleagues in Finance, the Office of the Provost, the Vice-President, Administration & Finance, Institutional Analysis and Planning, the Faculties and Administrative Support Units. This role provides support and reporting to University senior management. External: Auditors from external firms
- **Level of Responsibility:** This position is a member of the senior management group within Finance and as such represents and speaks on behalf of Finance on various Finance-related matters.

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- **Decision-Making Authority:** The position is a member of the senior management group within Finance and represents and speaks on behalf of Finance on various Finance-related matters
  - **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within an office environment. The incumbent must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
  - **Working Environment:** Office based.