

Job Description

Job Title:	Manager, Finance and Budgets
Department:	Plant Operations
Reports To:	Director of Business Services
Jobs Reporting:	Design Admin Assistant(s) Records Clerk Client Services Administrator
Salary Grade:	USG 12
Effective Date:	March 2021

Primary Purpose

Reporting to the Director, Business Services, the Manager, Finance and Budgets oversees financial processes, budget analysis, and reporting of all units within Plant Operations, ensuring that all activities and processes adhere to proper accounting and procurement practices as well as University's policies and procedural requirements. The incumbent also provides data and forecasts for strategic utilization and effective planning of allocated resources.

University of Waterloo infrastructure comprises of over eight million square feet of space served by a large Class A Central Plant feeding a sophisticated district energy system connecting over eighty major academic buildings supporting state of the art teaching and ground-breaking research.

Responsibilities will align with the Plant Operations goal of contributing towards providing a safe and accessible, invitingly clean and comfortable, functionally-enriched and well-maintained campus environment through service excellence.

Key Accountabilities

Department Long-Term Planning

- Supports the department's strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure and maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure.
- Supports the Director, Business Services and the Executive Director in the development of long-term strategies and operational plans for the department based on prudent financial analysis and budget evaluations.
- Supports, tracks and reports progress of financial aspect of various strategic initiatives championed by Plant Operations.
- Supports the Plant Operations Directors in the development of short- and long-term financial plans for each division.

Financial Processes and Internal Controls

- Develops, improves, and promotes strong internal financial controls to ensure adherence by all functional units within Plant Operations to the University's financial policies and procedures.
- Reviews and recommends improvements to departmental financial procedures and transactions to ensure strong internal controls and efficient financial accountability.
- Works closely with the directors of all operational units within Plant Operations to ensure practice of effective financial management and internal control processes.

Budgeting and Financial Analysis

- Provides financial analysis and projections to the Executive Director and Director of Business Services to aid various departmental decisions.
- Prepares financial documentation for University reporting and government submissions as requested by the Executive Director, and other directors within Plant Operations.
- Monitors and reconciles salary and payroll related budgets, as well as other expenses.
- Ensures that various budget reconciliations are developed and implemented on a regular basis.
- Prepares budget scenario and budget requirements for multi-year capital repair project expenditures.

Financial Management and Procurement

- Monitors user accounts and access related to financial systems (Unit4, Concur, etc.).
- Assesses and coordinates appropriate financial work orders as it relates to activity/cost centers, optimizing financial reporting and financial analysis potential.
- Ensures that all financial transactions within Business Services, such as budget transfers, financial processes, and journal entries, are done accurately and in timely fashion.
- Develops reports to facilitate timely recovery of insurance claims.
- Exercises signing authority on a variety of operating accounts in the department.
- Monitors and updates various charge-out and billable processes, in coordination with UW Finance Department.
- Oversees expense reimbursements (including petty cash, travel & expense claims, etc.).
- Oversees procurement initiatives of Business Services ensuring that all University and broader public sector processes are followed, including CFTA and CETA.
- Reviews and proposes updates on annual basis to service charge out rates for internal work orders.
- Supports Mechanical Shops, Electrical Shops, Building Sections, Custodial, and Grounds in preparation of cost benefit analysis for in-house work.

Financial Support for Capital & Maintenance Projects

- Provides support to project managers/coordinators responsible for construction, renovation and maintenance projects accessing & understanding financial information required to meet deadlines, budget targets, and address customer enquiries.
- Oversee the work of two staff providing contract administrative work.
- Oversee billable work including work allocation within plant operations, financial setup, and final close-outs.

Work in Coordination with Finance Department

- Develops, maintains, and supports effective and efficient financial processes and structure in coordination with Finance, including in relation to capital project accounting, internal billings, facilities renewal accounting, external financial reporting and charge out calculations for space costs.
- Assists with year-end financial reporting, including accruals.
- Works with Finance and Payroll to implement labour budget increases based on campus building and infrastructure growth.

Collaboration and Customer Service

- Maintains positive and collaborative working relationships with all university administrative partners, ancillary units, and academic clients ensuring that issues are identified and resolved in accordance with University accounting policies and procedures.
- Responds to financial related client inquiries.
- Develops and delivers financial training modules to support efficient reporting and processing within Plant Operations ensuring strong internal controls and effective financial accountability.

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<ul style="list-style-type: none">• Provides one on one guidance to staff ensuring clear understanding of their financial accountabilities.
Staff Management <ul style="list-style-type: none">• Provides leadership, support, guidance, and professional development to assigned staff.• Conducts Annual Performance Appraisals with direct reports and ensures adherence to annual performance planning and review process within the department.• Fosters responsiveness, collegiality, continuous improvement, and a high level of customer service throughout the entire Facilities/Plant Operations group.
Other <ul style="list-style-type: none">• Performs other related duties and responsibilities as assigned and supports departmental activities.

**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 <ul style="list-style-type: none">• University undergraduate degree in an accounting, business, or finance• Chartered Professional Accountant (CPA) designation (Canada)
Experience <ul style="list-style-type: none">• Minimum 5 years' progressive experience in an accounting/finance related role managing diverse operating portfolio preferably in institutional, educational, or healthcare setting• Demonstrated experience managing staff supporting colleagues across several departments.• Experience within an enterprise-wide computerized accounting environment• Demonstrated experience managing staff and supporting wide range of users and clients• Practical experience in facilities management or construction industry is a strong asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excellent written & oral communication skills, customer service, and teamwork• Strong leadership qualities to effectively achieve the mission of the University• Ability to work independently with exceptional attention to detail and strong work ethic.• Ability to exercise prudent judgement, make decisions, and maintain high level of confidentiality• Sound knowledge in establishing budgets and controlling/monitoring expenditures• Proven financial management, analytical, and problem-solving skills• Advanced proficiency using financial software and databases• Understanding of Construction Act and construction project administration processes is an asset

Nature and Scope

Contacts

- This position interacts with a wide variety of internal and external people at all levels of responsibility. Must maintain excellent relationships with all.

Level of Responsibility

- Determine the financial needs of each department unit in coordination with the overall department spending budget.
- Support and educate the Executive Director, directors, managers and supervisors in proper financial management.

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- Administer and manage capital maintenance projects.

Decision-Making Authority

- Creating budgets and financial controls that provide optimal financial performance of the department.
- Updating charge out rates as required for internal work.
- Make frequent, timely, and independent decisions on the basis of general guidelines and directives. Requires flexibility in decision-making, responding to changing priorities

Physical and Sensory Demands

- Minimal physical demands primarily operating within an office environment

Working Environment

- Team environment in an office-based setting and involving collaboration with all business and operating units within the department.