

Job Description

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| Job Title: | Manager, Corporate Accounting and Financial Reporting |
| Department: | Finance |
| Reports To: | Controller |
| Jobs Reporting: | Corporate Accounting Analyst, Financial Reporting Analyst, Corporate Accounting Associate |
| Salary Grade: | USG13 |
| Effective Date: | November 2017 |

Primary Purpose

The Manager, Corporate Accounting and Financial Reporting is accountable to the Controller for the accurate and timely recording and reporting of the University's financial data to internal and external stakeholders.

Key Accountabilities

Responsible for accurate and timely recording of all corporate transactions:

- Manage relevant policies, procedures and processes and implement best practices to maintain a strong internal control framework and ensure the accurate recording of financial transactions
- Provide expertise and direction to the university community regarding increasingly complex business and financial transactions
- Ensure accurate recording in the university's capital fund including fixed assets, building construction and major renovations
- Manage the preparation of complex accounting entries and analysis including, but not limited to, long-term debt, deferred contributions, and employee future benefits
- Approve and manage charges between university departments
- Oversee journal entries posted directly to the general ledger
- Manage the fixed assets subledger
- Provide accounting and business advice and expertise to the university campus on various policy and procedural issues
- Manage the accounting for external entities under the university's control
- Apply professional judgment in situations where clear direction is not available and/or interpretation is required

Responsible for accurate and timely reporting of university financial information:

- Oversee the bank reconciliation process
- Manage the accurate completion of external reports including StatsCan reports and COFO report within specified deadlines
- Respond to requests for internal financial information
- Assist with the year-end financial statement reporting and audit process to deliver working papers and supporting documentation to the external auditors
- Coordinate any external audits by external parties for research projects, enrolment, etc.
- Manage the reporting for external entities under the university's control

Job Description



Provide leadership and direction to staff

- Oversee day-to-day activity and assignments of staff in the Corporate Accounting and Financial Reporting group within the Finance department
- Manage the hiring, developing, and performance of staff and provide direction
- Promote opportunities for training and professional development through goal-setting and support
- Hold employees accountable for performance through informal methods, such as regular feedback and coaching and the formal performance appraisal process
- Ensure appropriate staffing levels, including back-up and cross-training, to balance workloads and meet the expectations required for smooth and efficient daily operations of the group

Provide functional expertise Record to Reporting (R2R) system processes

- Responsible for understanding and advising on R2R module system configuration ensuring optimum functionality and performance
- Recommend improvements and best practices related to current and new system features
- Lead participation in system upgrade and testing project teams
- Ensure that appropriate system controls are identified and implemented

Other

- Promote a culture of continuous improvement in terms of efficiencies and leveraging financial systems capabilities and new technologies
- Act as a member of the management team responsible for developing and implementing the strategic direction of the financial operations group within Finance
- Participate in other department projects as required

Required Qualifications

Education

- University undergraduate degree
- Chartered Professional Accounting (CPA) designation

Experience

- Minimum 5 years' progressive experience in an accounting/finance related role.
- Extensive experience in an enterprise wide computerized accounting environment is preferred
- Experience in managing or coaching staff
- Experience in a not-for-profit environment is preferred

Knowledge/Skills/Abilities

- Conceptual thinker with strategic planning skills and initiative
- Works independently with a strong work ethic
- Strong analytical, technical and problem solving skills
- Superior interpersonal, communication and listening skills
- Demonstrated leadership and mentoring skills
- Exceptional attention to detail
- Understanding of generally accepted accounting principles and their application to not-for profits
- High degree of judgment, tact and diplomacy

Nature and Scope

- **Contacts:** Internally, this position supports senior management decision-making through the timely and accurate recording and reporting of university activities. This position must develop good working relationships with faculty and staff across the university community as it provides accounting advice on university business activities. This position also communicates with the internal auditors on the effectiveness of internal controls around the journal entry and reconciliation processes. Externally, this position will have contact with the university's external auditors, external entities under the university's control, actuary, and outside agencies to whom the university reports. The incumbent must possess superior interpersonal skills and conduct oneself in a professional manner at all times. As part of the management team in Finance, the incumbent must have the ability to share information in a collaborative manner and effectively interact with co-workers. As a financial subject matter expert, the incumbent is expected to work on university wide initiatives and cross functional teams with immediate impact.
- **Level of Responsibility:** This position provides leadership and support to the organization by ensuring the university meets its reporting obligations through the timely and accurate recording and reporting of university financial activities. This position is a member of the management group within Finance and represents and speaks on behalf of Finance on various finance-related matters.
- **Decision-Making Authority:** The incumbent is responsible for decisions within the functional unit within Finance, including hiring decisions and performance evaluations and must exercise judgment in determining when issues need to be elevated to the Controller. The individual must be self-directed and able to work independently. In collaboration with other members of the Finance management team and the university community, this position has the authority to suggest and implement changes to financial and business activities, within his/her areas of responsibilities, based on best practices and to ensure compliance with university policies, procedures or legislation.
- **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within a fast-paced, high volume office environment. Individual must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a leadership position exposed to stress and pressure associated with senior level responsibilities. Individual must be able to manage concurrent assignments and prioritize workload in order to meet deadlines. There may be periods of irregular/high volumes, e.g. year-end. The university operates in a decentralized environment in terms of decision making and a centralized environment in terms of establishing standards, policies, procedures and financial systems. Consequently, the accounting and technical skills across university units of those dealing with financial matters vary significantly. Due to the nature and the complexities of the university business activities, disagreements and contentious issues and situations may arise from time to time due to differing interpretations of policies and procedures. Diplomacy and tact are required in all situations.