

Job Description

Job Title:	Manager, Financial Reporting
Department:	Finance
Reports To:	Controller
Jobs Reporting:	Financial Reporting Analyst
Salary Grade:	USG 13
Effective Date:	January 2022

Primary Purpose

The Manager, Financial Reporting is responsible for the direction and oversight of activities related to the accurate and timely recording of all University financial transactions in the financial system in accordance with generally accepted accounting principles, established guidelines, University policy and sound business practices. The Manager is also responsible for accurate and timely reporting of the University's financial data to internal and external stakeholders. The incumbent leads the operations and management of the team responsible for processing transactions and performing data reconciliations, financial accounting, and analysis.

Key Accountabilities

Responsible for accurate and timely reporting of University financial information

- Manages the year-end financial statement reporting and audit process to deliver working papers and supporting documentation to the external auditors
- Manage the accurate completion of external reports including StatsCan reports, the COFO report and other COU surveys within specified deadlines
- Respond to internal requests for financial information to support business decisions
- Oversee the bank reconciliation process for all University bank accounts
- Research and investigate the impacts of changes to accounting standards on University reporting and note disclosure
- Design and develop other controls testing reports and processes to ensure accuracy of information in the general ledger
- Coordinate external audits required by agreement with third party funding agencies
- Manage the reporting for external legal entities under the University's control
- Perform management review of financial statements of affiliated entities
- Establish long and short-term priorities for activity in the Financial Operations group in consultation with the Controller
- Contribute the financial reporting perspective to initiatives in Finance and with other departments

Provide functional expertise in Record to Reporting (R2R) system processes

- Responsible for understanding and advising on the R2R module system configuration in the financial system, 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
- Administer month and year-end close processes in the financial system
- Ensure that appropriate system controls are identified and implemented

Job Description



- Keep current on new tools to implement and improve reporting of financial information

Leads, manages, and coaches staff

- Oversee activity and assignments of Financial Reporting team members
- Manage the hiring and performance of staff
- Provide leadership and strategic direction to the Financial Reporting team
- Promote opportunities for training and professional development, including cross-training, through goal setting and support
- Ensure appropriate cross-training is in place for all critical functions
- Ensure appropriate staffing levels to balance workloads and meet the expectations required for smooth and efficient daily operations
- Contribute to a work environment that fosters, recognizes, and rewards supportive mentorship, professional quality, respectful communication, continuous improvement, and positive energy

Other

- Develop productive, collaborative working relationships with internal and external stakeholders
- Act as a member of the management team responsible for developing and implementing the strategic direction of the Finance team
- Identify, develop, and implement projects to improve service quality, relationships, stakeholder satisfaction, timeliness, staff capability and performance
- Monitor business practices to ensure that Finance has the appropriate practices and processes to work effectively internally and appropriately represent the University externally
- Cross-train and provide back-up support to the Manager, Corporate Accounting
- Lead and participate in other department projects 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 preferably in Accounting, Business or Finance
- Chartered Professional Accounting (CPA) designation from CPA Canada

Experience

- Minimum 5 years of progressive experience in an accounting/finance related environment
- Minimum 3 years of experience managing or coaching staff
- Extensive experience using a significant financial system/ERP system is preferred
- Experience in a not-for-profit environment/public sector is preferred

Knowledge/Skills/Abilities

- In-depth understanding of generally accepted accounting principles and their application to not-for profit organizations
- Demonstrated ability to communicate and collaborate effectively with individuals at all levels in the organization

Job Description



- Demonstrated ability to work in cross functional teams and strong skills in building and maintaining constructive relationships
- Conceptual thinker with strategic planning skills and initiative
- Excellent interpersonal and communication skills including verbal, listening, written and presentation skills
- Superior ability to communicate technical and financial information and concepts to a broad range of stakeholders
- Demonstrated leadership and mentoring skills
- Strong analytical, technical, and problem-solving skills
- Solid analytical ability, judgment and creative thinking skills to solve complex issues including brokering and facilitating effective solutions
- Exceptional attention to detail and time management skills
- Understanding of Canadian tax requirements and related Canada Revenue Agency guidance as they pertain to Universities
- High degree of discretion, judgement, sensitivity, tact, and diplomacy
- Works independently with a strong work ethic
- Demonstrated ability to manage multiple concurrent projects which have firm deadlines and competition for resources
- Strong computer skills including advanced Microsoft tools (i.e. Excel, Teams, and SharePoint)

Nature and Scope

- **Contacts:** Internal: This position supports senior management decision-making through the timely and accurate recording and reporting of University financial activities. Good working relationships are required with colleagues in Finance as well as in all departments across the University community. The Manager, Financial Reporting must communicate accounting information and best practices to senior management, Financial Officers, faculty and staff of varying financial backgrounds in order to achieve accurate and timely financial reporting. External: This position will have contact with the University's external auditors on complex corporate accounting matters, the external firm acting as internal auditors, the actuary, and outside agencies to whom the University reports.
- **Level of Responsibility:** This position is a member of the management group within Finance and represents and speaks on behalf of Finance on various financial related matters. This position provides leadership, development and direction to the staff reporting to them and others in Finance. The incumbent provides professional support, expertise and advice to the organization by ensuring the University meets its reporting obligations through the timely and accurate recording and reporting of University financial activities.
- **Decision-Making Authority:** This position is a member of the management group within Finance and represents and speaks on behalf of Finance on various financial related matters. The incumbent is responsible for decisions within the Financial Reporting group 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. The incumbent must have sound problem-solving and

Job Description



analytical skills to make appropriate judgments, decisions, and recommendations on complex and often sensitive issues.

- **Physical and Sensory Demands:** Deadline driven environment addressing a wide range of complex issues. The incumbent must be able to manage concurrent assignments and prioritize workload to meet deadlines.
- **Working Environment:** Office based. May be exposed to disagreeable conditions typical of a leadership position exposed to stress and pressure associated with senior level responsibilities.