

## Job Description

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<b>Job Title:</b>	Manager, Finance Projects
<b>Department:</b>	Finance
<b>Reports To:</b>	Director of Finance
<b>Jobs Reporting:</b>	<a href="#">Click here to enter text (please enter job titles, not incumbent names)</a>
<b>Salary Grade:</b>	USG 12
<b>Effective Date:</b>	January 2018

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### Primary Purpose

The Manager, Finance Projects is accountable to the Director of Finance for managing and acting as a Finance technical subject matter expert on a wide variety of long and short term Finance projects. The role is responsible for management and oversight of various projects Finance is involved with across campus and acts as the project manager and resource to ensure that Finance requirements are included in systems and business processes.

### Key Accountabilities

#### **Manage and act as the Finance technical subject matter expert on projects, initiatives and issues**

- Lead Finance projects and participate in other University projects as a senior representative on behalf of Finance ensuring that Finance requirements are included in systems and business processes.
- Ensure that Finance requirements for all cross-functional areas of Finance such as accounting, internal and external reporting, financial planning and budgeting, tax, and compliance matters are considered and addressed as a part of all work.
- Evaluate and implement adequate and effective internal controls in Finance processes and ensure that best practices are in place.
- Participate in establishing Finance guidelines and procedures.
- Prepare and review technical accounting and external reporting for the University's year-end financial statements.
- Coordinate internal and external audits as required.
- Demonstrate professional judgment in situations where clear direction is not available and/or interpretation is required.

#### **Provide functional expertise in financial system processes**

- Participate in system upgrade and testing project teams as a senior functional subject matter expert.
- Keep current in advances in the industry and investigate technological solutions to recommend and implement process improvements to ensure efficient operations.
- Recommend improvements and best practices related to current and new system features.
- Ensure that appropriate system controls are identified and implemented.

#### **Provide leadership and direction to project staff**

- Provide financial/business advice and direction to the University community on behalf of Finance regarding increasingly complex business and financial transactions as well as on Finance guidelines and procedures.

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- Provide direction and oversight of work as well as training and coaching to staff assigned to Finance projects.
- Motivate staff to do quality work on a timely basis, develop innovative solutions to existing issues/problems, and identify new technology solutions.

### **Other**

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

## **Required Qualifications**

### **Education**

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

### **Experience**

- Minimum 5 years' progressive experience in an accounting/finance related role
- Experience in an enterprise-wide computerized accounting environment is required
- Minimum 5 years project management experience to lead and manage cross functional teams
- Experience managing or coaching staff is preferred
- Experience in a not-for-profit environment is preferred

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

- Strong technical accounting and financial knowledge and experience as well as a sound understanding of the University's business.
- Strong analytical, technical and problem-solving skills
- Conceptual thinker with strategic planning skills and initiative
- Excellent interpersonal and communication 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: Finance team members as well as colleagues across the campus community. External: Auditors from external firms.
- **Level of Responsibility:** This position is a member of the management group within Finance and represents and speaks on behalf of Finance on various Finance-related matters.

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- **Decision-Making Authority:** In collaboration with other members of the Finance management team and the University community, this position has the authority to recommend and implement changes to Finance and business activities, within his/her areas of responsibilities.
- **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.