

Job Description

Job Title:	Manager, Housing Finance
Department:	Housing & Residences
Reports To:	Director of Housing and Residences
Jobs Reporting:	N/A
Salary Grade:	USG 10
Effective Date:	November 2019

Primary Purpose

The Manager, Housing is accountable to the Director of Housing to provide financial analysis, management, and strategic planning support to the department head, managers and key stakeholders across campus and within the Department of Housing and Residences. This role will analyze operational and strategic initiatives to ensure that the financial activities meet or exceed the university's financial policies, procedures and objectives while ensuring that the residence program is set up to maximize value for students living in residence.

Key Accountabilities

Financial strategy and long-term planning

- Provides financial analysis in support of current and long range planning, including but not limited to the Department's budgetary commitments related to special projects, new staff appointments, capital expansion and major renovations;
- Provides an overall picture of the financial performance of the Department;
- Prepares multi-year projections of the Department's financial position, identifying concerns and potential solutions to bridge funding gaps;
- Identifies financial consequences of long term plans and proposals to facilitate effective strategic decision-making;
- Identifies financial consequences in changes to enrolment/streaming patterns and their effect on residence occupancy;
- Provides financial input including financial documentation to the University Housing Officer and the Directors in support of decision-making.

Financial planning, management and control

- Develops, improves, and promotes strong internal financial controls; ensures that the Department of Housing and Residences adheres to the University's financial policies and procedures;
- Conducts periodic audit and review of financial resources and procedures in the Department to ensure financial accountability;
- Exercises signing authority on all operating accounts in the Department;
- Plans, prepares and submits the annual operating budget for the Department of Housing and Residences. This includes interacting with the Director of housing, senior managers, and functional unit managers;
- Prepares and distributes monthly financial documentation to Director of housing, senior managers, and functional unit managers;
- Performs ongoing monitoring of budgets and financial transactions;

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- Meets regularly with staff, who have financial accountability, to ensure: effective financial planning, management and control is maintained; to encourage sharing of best practices throughout the Department and to provide training, coaching and development of staff on budgetary issues.

Collaboration and management

- Creates and maintains productive working relationship with all functional areas in the department, including: external parties that provide accommodation or other services (e.g. London Property Corporation), the Finance Department and other University departments as required;
- Participates and provides guidance on task forces as required;
- Participates in external University audits as required;
- Collaborates with Finance to ensure accounting policies and procedures are adequately documented and communicated within the Department;
- Regularly reviews financial procedures in the Department to ensure strong internal controls and efficient and effective financial accountability;
- Develops and delivers such financial training modules as may be needed within the Department, for example for new staff, who have financial accountability, and at times of change in financial systems or procedures.
- Training, coaching and development of Housing staff on financial, reporting and budgetary issues;
- Provides one on one guidance to staff as relating to their financial accountabilities;
- Documents processes within department to ensure compliance and clarity.

**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

- Completion of a Bachelor's degree; CA, CMA, or CGA designation.

Experience

- Several years of progressive experience with a proven track record of achievement and success in a complex financial accounting environment. Competencies will include advanced accounting and software skills, analytical skills, interpersonal, organizational and exceptional communication skills.

Knowledge/Skills/Abilities

- Advanced Excel user
- Advanced experience with financial software and databases.
- Intermediate user of Word and PowerPoint
- Must have highly developed communication skills.
- Must have very strong attention to detail.
- Must have experience interacting with staff who work at a variety of levels of an organization

Nature and Scope

- **Contacts:** Internally, communicates with a wide range of university employees to instruct, influence and motivate others; to promote, justify and settle a wide range of financial matters; and to collaborate with professional peers in the development of financial standards and practices within the University. Externally, contacts include suppliers and others with whom the Waterloo Residences and its staff conduct business for the purpose of resolving financial issues. Must have very strong demonstrated communication skills.

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- **Level of Responsibility:** Responsible and accountable for ensuring high-quality analysis is conducted on a variety of strategically important activities that generate ongoing revenue for the residence system and will impact the long-term choices investment choices made in staffing structure, facility renewal, and new residence construction.
 - **Decision-Making Authority:** Responsible and accountable for establishing financial practices within Housing and Residences in consultation with Finance, departmental management, professional peers in other Non-Academic Support Units, and the Director of Housing and other senior managers.
 - **Physical and Sensory Demands:** Responsible and accountable for establishing financial practices within Housing and Residences in consultation with Finance, departmental management, professional peers in other Non-Academic Support Units, and the Director of Housing and other senior managers.
 - **Working Environment:** Office role. Minimal exposure to disagreeable conditions typical of a position exposed to deadline pressures and significant complexity