

Job Description

Job Title:	Manager, Revenue Accounting
Department:	Finance
Reports To:	Controller
Jobs Reporting:	Revenue Analyst; Revenue Associate (2)
Salary Grade:	USG 12
Effective Date:	December 2018

Primary Purpose

The Manager, Revenue Accounting is accountable to the Controller for the coordination and direction of all activities related to the recording, receipt and control of the university's non-tuition revenue in accordance with generally accepted accounting principles, established guidelines, university policy and sound business practices. The role is responsible for the day-to-day operations ensuring that the revenue team provides efficient, accurate and timely support to client groups.

Key Accountabilities

Oversee accounts receivable and non-tuition revenue operations

- Manage processes to ensure the efficient, accurate and timely recording and reporting of non-tuition revenue
- Ensure that all cash and cheques received in Finance are deposited to the university's bank accounts in a timely manner
- Implement and maintain adequate and effective internal controls related to revenue and cash handling activities and ensure that best practices are in place
- Ensure that excise taxes are being charged appropriately and accurately
- Demonstrate professional judgment in situations where clear direction is not available and/or interpretation of policies and procedures is required
- Manage and administer the e-commerce program for the university
- Manage the department's e-commerce website together with other key personnel in Finance
- Assist in conducting risk assessments and developing the Finance audit program related to revenue

Provide strategic direction and planning for financial matters related to processing non-tuition revenue for the university

- Develop policies and procedures related to revenue-generating activity
- Keep current in advances in the industry and investigate technological solutions to recommend and implement process improvements to ensure efficient operations
- Approve new revenue activity to ensure that it is consistent with the institution's strategic plans and advise on the best method to process and record the revenue
- Collaborate with business units across campus to assist in establishing appropriate policies and procedures related to revenue-generating activity
- Work with the Controller to establish long and short-term priorities for revenue activity in the financial operations group

Provide leadership and direction to staff

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

Other

- Participate as the functional expert representative in system upgrade and testing project teams
- Participate in other department projects as required
- Act as a member of the management team responsible for developing and implementing the strategic direction of the financial operations group within Finance

Required Qualifications

Education

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

Experience

- Minimum 3 years experience in an accounting/finance-related environment
- Experience in an enterprise-wide computerized accounting environment is preferred
- Minimum 3 years experience managing or coaching staff
- Experience in a not-for-profit environment is preferred

Knowledge/Skills/Abilities

- 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
- Strong computer skills including advanced MS Excel

Nature and Scope

- **Contacts:** Superb communication and strong interpersonal skills are required to address and resolve issues of procedure, policy and best practice. The Manager, Revenue Accounting must promote efficient and effective receipt processing and revenue recording practices and not yield to pressures. This position communicates internally with Finance team members as well as administrative staff and financial officers across the campus community. The Manager, Revenue Accounting must communicate accounting information to client groups, which often have little or no accounting experience, in order to achieve accurate and timely financial reporting related to revenue and taxes. Externally, this position communicates with the university's external auditors and customers in order to resolve account issues.
- **Level of Responsibility:** The Manager, Revenue Accounting is responsible for recording non-tuition revenue in the financial system for the institution while meeting the service needs of the internal and external client groups. This position is a member of the management group within Finance and represents Finance on various revenue-related matters.
- **Decision-Making Authority:** The incumbent is responsible for decisions within the revenue 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.
- **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 working 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 complexities of the university business activities, disagreements and contentious issues and situation may arise from time to time due to differing interpretations of policies and procedures.