

Job Description

Job Title:	Societies Accounting Specialist
Department:	Waterloo Undergraduate Student Association (WUSA)
Reports To:	Financial Officer
Jobs Reporting:	Accounting Assistant – Societies
Salary Grade:	USG 7
Effective Date:	October 2019

Primary Purpose

The Societies Accounting Specialist is responsible for oversight of all financial activities and controls related to the Societies, Orientation and Student Refugee Program's Funds in accordance with generally accepted accounting principles, established guidelines, WUSA policies and sound business practices. The role is responsible for the day-to-day operations ensuring that efficient, accurate and timely financial and administrative support is provided to the societies, orientation and student refugee program.

Key Accountabilities

Accounting and Financial Management

- Review and monitor societies budgeting, inventory management and capital asset purchasing
- Prepare monthly financial statements, analyzing results and discussing with Society Representatives
- Manage processes to ensure the efficient, accurate and timely recording and reporting of all financial transactions
- Implement and maintain adequate and effective internal controls related to ensure that best practices are in place
- Ensure that HST is being assessed and charged appropriately and accurately
- Ensure that WUSA and societies meet the financial/accounting obligations reflected in the Societies Agreement

Provide Leadership and Direction

- Oversee the day-to-day activity and assignments of the team member(s).
- Manage the hiring, development and performance of staff and provide direction to the team member(s)
- 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, as well as the formal performance appraisal process

Provide strategic direction and planning support

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- Collaborate with the societies, orientation and SRP to assist in establishing appropriate policies and procedures related to their accounting transactions and processes
- Prepare annual report on Societies financial stability, operational issues and compliance with regulatory and audit requirements
- Familiarity with Societies constitutions, bylaws and governing documents
- Work with the Financial Officer to establish long and short-term priorities for financial activity for Societies, Orientation and Student Refugee Program
- This position will work closely with the individual Societies' executives to provide guidance in areas of financial matters such as reviewing and monitoring budgets
- Provide accounting training and resources to the Societies to ensure smooth transition as required
- Demonstrate professional judgment in situations where clear direction is not available and/or interpretation of policies and procedures is required
- Ensure all accounts are reconciled monthly for accuracy and completeness.

Required Qualifications

Education

- Post-Secondary degree in accounting or business.
- CPA designation or actively pursuing CPA designation and near completion

Experience

- Minimum 3 years' experience in an accounting/finance-related environment including preparation of financial statements
- Previous experience managing or coaching staff or volunteers
- Experience in an enterprise-wide computerized accounting environment
- Experience in a not-for-profit environment is preferred
- Previous experience working with students within a dynamic environment an asset

Knowledge/Skills/Abilities

- Strong analytical, technical and problem-solving skills
- Excellent interpersonal and communication skills
- Intermediate to advanced knowledge of MS Office Suite
- Demonstrated leadership and mentoring skills
- Works independently with a strong work ethic
- Exceptional attention to detail
- Understanding of generally accepted accounting principles, CRA regulations and their application to not-for profit organizations
- Conceptual thinker with strategic planning skills and initiative

Nature and Scope

• Contacts:

- Mostly student leaders – regularly meets with to provide financial information, monitor compliance and problem solve any operational issues
- Student faculty advisors to resolve issues pertaining to the relationship between the Faculty and the society. There is also some need to interact regarding funding such as Endowment Funds/Sponsorship that the faculty often supports the society with.
- External Contacts – support the Societies with larger purchases such as Capital Assets and also assist them with interactions with Banks, Sponsors, Vendors they purchase services/supplies from

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- Works with other departments on campus such as the Student Success office and St Paul's to support financial transactions and compliance for Orientation and SRP.
- **Level of Responsibility:**
 - The Societies Accounting Specialist will formulate adequate internal controls to safeguard the assets of the individual societies, Orientation and SRP.
 - The Societies Accounting Specialist works closely with student leaders within the faculties to oversee and support them in the financial management of their society. This role is accountable for all transactions within the Orientation, SRP and Societies Funds. This role has a direct report, the Accounting Assistant – Societies
- **Decision-Making Authority:**
 - This position assists both reporting staff and societies' executives with any accounting related questions/problems.
 - This position also makes recommendations to the Financial Officer regarding controls, budgeting issues, and staff requirements surrounding the societies.
- **Physical and Sensory Demands:**
 - There are regular daily distractions with student/staff questions.
 - Given the volume of transactions and number of students and societies involved in creating the transactions, the ability to focus and problem solve is high
- **Working Environment:**
 - Regular interruptions and change in executive and therefore direction offer some unique challenges to this office based position.
 - Some non-traditional hours are necessary to meet with student society executives
 - Travels to satellite campuses (architecture and pharmacy) twice per month.