M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ACCOUNTING
Level G, Pay Grade 13

LEVEL DEFINITION	This level covers positions responsible for providing corporate level financial management of major university funds and providing direction for accounting activities of the university.
TYPICAL RESPONSIBILITIES	May include: providing corporate level financial management of major university funds; providing direction for the accounting functions of the university in collaboration with senior university administration, researchers and outside agencies; developing strategies for the management of major awards received from research funding sources; managing large and complex business operations; managing major development or renovation projects; and developing strategies to secure new development funding.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding management of major university funds and establishes the direction of accounting functions at the university.
SUPERVISION RECEIVED	Works under broad directive of senior university administration. Work is reviewed in terms of achievement of corporate goals.
SUPERVISION EXERCISED	Manages very large units of staff with multiple levels of subordinate managers and supervisors.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Completion of the CPA accounting program (CA, CGA or CMA). Minimum of ten years of related experience, or the equivalent combination of education and experience.

Updated: Nov 1, 2017