

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ACCOUNTING

Level A, Pay Grade 5

LEVEL DEFINITION	This level covers positions responsible for performing core accounting functions within an academic or administrative unit or positions assisting senior administrators in the financial management of a unit.
TYPICAL RESPONSIBILITIES	May include: performing core accounting functions within an academic or administrative unit; assisting senior administrators in the financial management of a unit; managing staff responsible for the reconciliation of accounts and variance analyses; developing and implementing budgets; preparing comprehensive financial reports and budget forecasts; finalizing year-end financial statements; developing budget controls; liaising with internal and external contacts regarding grants and contracts; and making recommendations regarding financial processes and procedures.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding performance of core accounting functions and the management of staff.
SUPERVISION RECEIVED	Works independently under general managerial direction. Work is reviewed in terms of adherence to policies and procedures.
SUPERVISION EXERCISED	May provide guidance or give work instructions to accounting clerks engaged in routine clerical functions.
MINIMUM QUALIFICATIONS	Two years of post-secondary education in financial management. Undergraduate degree in a relevant discipline. Completion of one year in an accredited accounting program (CGA or CMA or CA. Minimum of two years of related experience, or the equivalent combination of education and experience.