

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ACCOUNTING

Level B, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for performing general accounting functions within an academic or administrative unit.
TYPICAL RESPONSIBILITIES	May include: performing general accounting functions within an academic or administrative unit; managing general financial activities of a unit; analysing financial operations and making recommendations to improve efficiencies; developing budgets; monitoring internal controls; ensuring compliance with GAPP and tax regulations; overseeing preparation of complex financial reports and year-end financial statements; developing effective accounting processes, systems and procedures for the unit; and participating in long-range financial planning.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the implementation of support systems, policies and procedures.
SUPERVISION RECEIVED	Works autonomously without managerial direction in assigned areas. Work is reviewed in terms of sound practice and achievement of specific objectives.
SUPERVISION EXERCISED	May provide guidance or give work instructions to more junior accountants or 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 three years in an accredited accounting program (CGA or CMA or CA). Minimum of three years of related experience, or the equivalent combination of education and experience.