

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ACCOUNTING

Level D, Pay Grade 10

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| LEVEL DEFINITION | This level covers positions responsible for managing all financial activities within an academic, administrative or faculty unit; or positions performing senior level financial management functions for the university as a whole. |
| TYPICAL RESPONSIBILITIES | May include: managing all financial activities within an academic or administrative unit; developing financial systems to support faculty decision-making; developing and monitoring new operational accounting processes; planning operating budgets; performing senior level financial management functions for the university as a whole; developing reporting mechanisms; reviewing and developing financial systems, methods, processes and procedures to improve the administration of capital and financial accounting; preparing the University's year-end financial statements in compliance with university guidelines and legislation; liaising with provincial auditors and office of the Controller General; developing and implementing policies to financially manage the University's capital projects; managing long-term investments; and developing business plans for presentation to the Board of Governors. |
| DECISION MAKING /LEVEL OF ACCOUNTABILITY | Makes decisions regarding recommendations on the development and implementation of financial policies. |
| SUPERVISION RECEIVED | Works with wide latitude. Work is reviewed in terms of achievement of broad goals. |
| SUPERVISION EXERCISED | Manages staff directly and indirectly through subordinate managers and supervisors. |
| MINIMUM QUALIFICATIONS | Undergraduate degree in a relevant discipline. Completion of an accredited accounting program (CA, CGA or CMA). Minimum of seven years of related experience, or the equivalent combination of education and experience. |