

Class No.:	Administration
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Pay Group:	11

JOB DESCRIPTION – MANAGER, GENERAL ACCOUNTING

NATURE AND SCOPE OF WORK

The Manager, General Accounting is responsible for managing the systems and processes related to accounting records and financial transactions of the University and the University Foundation and the integrity and propriety of all financial records. This position leads the general accounting, cash management, accounts receivable and contract management functions.

The Manager, General Accounting reports to the Director, Financial Operations and is responsible for transforming and enhancing the processes, systems and tools used in the General Accounting unit to ensure that the unit is providing exceptional accounting services to the university.

ILLUSTRATIVE EXAMPLES OF DUTIES

General Accounting, Reporting and Auditing

- Ensures the timely and accurate recording of all financial transactions in accordance with generally accepted accounting principles, public sector accounting standards, university policies and regulations and ensures the accounting treatment is appropriate and monitoring activities are designed and implemented.
- Ensures the annual financial statement audit is completed as required, and that all statutory financial reporting is accurate and submitted by the deadlines. Ensures high quality and responsive service to the auditor's request for information.
- Ensures general ledger account reconciliations are completed and reviewed monthly that supports the monitoring of budgets and development of forecasts.
- Ensures month-end procedures and controls are in place to enable the timely close of the general ledger and a review of the trial balance to flag and correct anomalies.
- Prepares monthly financial statements for the University and the University Foundation and assists the Manager, Financial Planning and Analysis in monitoring of budgets and development of forecasts.
- Ensures compliance and accuracy of reporting requirements and deadlines as set out by provincial and federal government and by funding agencies and contractors.

- Creates periodic and ad-hoc financial and statistical reports for distribution to internal constituents as required.

Cash Management

- Ensures that cash assets are safeguarded and accounted for with a high degree of accuracy.
- Ensures that bank reconciliations, investment account reconciliations and cash flow statements are completed in a timely manner and cash management and investment activity follows university policies and procedures.

Accounts Receivable and Contract Management

- Ensures the timely and accurate invoicing to funding agencies, contractors and other customers to collect revenues in accordance with university policies and regulations and contract requirements.
- Ensures the timely and accurate cash collection, receipting and processing procedures and maintains controls of proper safekeeping of money and cheques including timely deposits to university bank account.
- Manages the collection of accounts in accordance with policies and regulations including ensuring controls are in place to monitor and follow-up on accounts and forward to collection agency as required.

Systems, Policies and Procedures

- Manages the design, development, implementation, and documentation of business processes for the General Accounting unit, ensuring the effective management of automated financial systems and controls.
- Participates in the development and revision of accounting policies and identifies to the Director, Financial Operations challenges with interpretation or implementation of policies and procedures.
- Facilitates resolution of procedural and processing problems of a unique and/or exceptional nature where no policy is available or where procedural problems are specific to a program area.
- Participates in planning, developing, and implementing financial information systems that meet the information needs of a variety of constituents.
- Plans, assigns, and directs the activities of employees in the General Accounting unit, as well as financial services, as needed:
- Ensures staff receive optimal support to enable them to carry out their duties – including proper training and development and regularly scheduled department meetings, to facilitate two-way dialog and involvement of staff in current issues.
- In consultation with the Director, Financial Operations and with Human Resources, administers the collective agreement in relation to direct and indirect reports, including participation in hiring, following through on discipline and/or performance evaluation processes as applicable, authorizing overtime, leaves and other similar requests, and representing management where required in various processes.

- Meets regularly with the Financial Services management team to communicate current needs and initiatives in Financial Services and to align those initiatives with those in other areas within the University.

Performs other related duties/projects as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Comprehensive knowledge of financial accounting and management, control and reporting procedures, practices and policies.
- Knowledge of performance management, internal control systems and procedures and generally accepted accounting principles.
- Intermediate knowledge of enterprise computerized information systems used in financial and accounting applications.
- Thorough understanding of development of financial policies and procedures to monitor revenues and expenditures, in alignment with generally accepted practices in a public post-secondary environment.
- Thorough knowledge of reporting requirements for the various regulations governing administration in British Columbia, including the Government Reporting Entity, the University Act, Ministry policies and directives, and the University's collective bargaining agreements.
- Ability to plan, organize and implement work schedules to effectively meet deadlines and organizational requirements.
- Demonstrated ability to apply strong technical accounting, analysis and systems control skills in a complex systems environment.
- Demonstrated ability to motivate and lead a team towards a common goal.
- Demonstrated ability to communicate, both orally and in writing, by obtaining and providing or presenting information of a complex and technical nature to parties who may have little or no financial background.
- Ability to exercise discretion, judgment and confidentiality.
- Ability to establish and maintain effective working relationships with senior management, faculty, staff, students, government agencies, and members of the general public.

REQUIRED TRAINING AND EXPERIENCE

- Successful completion of a degree with specialization in accounting, finance, business administration or commerce.
- CPA professional accounting designation and membership in good standing with CPA-BC.
- Six years of recent relevant experience in a mid-level position managing an accounting department preferably in a public sector entity. Supervisory experience required, preferably in a unionized environment.
- An equivalent combination of education and experience may be considered.