Classification	Administrator
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Pay Group:	11

MANAGER, ACCOUNTING – CAPITAL AND RESTRICTED FUNDS

NATURE AND SCOPE OF WORK

The Manager, Accounting - Capital and Restricted Funds is responsible for the management and coordination of the capital and restricted funds along with the development, implementation, evaluation and improvement of financial systems. The Manager will also oversee the development of financial policies and procedures including the effective delivery of financial training to Capilano University employees. This position leads the capital, restricted funds, and financial systems functions and teams.

The Manager, Accounting - Capital and Restricted Funds reports to the Director, Financial Services and is responsible for transforming and enhancing the processes, systems and tools used in the Finance department to ensure that the department is providing exceptional services to the University. The Manager, Accounting – Capital and Restricted Funds acts as a strategic partner by providing relevant and timely recommendations to the Director, Financial Services, enabling the University to maintain current and innovative practices, in line with the University's overarching strategic direction.

ILLUSTRATIVE EXAMPLES OF DUTIES

1. Accounting, Budgeting, Reporting and Auditing: Capital and Restricted Funds

- Develops and implements tools and processes to effectively manage all capital projects and restricted funding agreements ensuring financial transactions are recorded in compliance with accounting standards, university policies and regulations, legal and contractual requirements.
- Develops the budget and quarterly forecasts for all restricted fund accounts; monitors and tracks spending ensuring that restricted funds are spent by required deadlines to fully utilize funding received.
- Develops the budget and quarterly forecast for the capital fund; ensures capital project tracking reports measures planning activity against financial spend.
- Prepares and reviews all capital and restricted funds financial reports ensuring accuracy of financial information and compliance to reporting requirements, prescribed reporting formats and deadlines as set out by provincial and federal governments and by funding agencies and contractors.
- Collaborates with the Director Creative Activity, Research & Scholarship (CARS) or designate to provide financial support to advance research and scholarly activity at the University.
- Supports budget holders in submitting grant proposal applications ensuring accuracy in costing and adherence to funding agency guidelines in costing.
- Provides the financial oversight and review requirements on all funding agreements and contracts as per Spending and Signing Authority Policy.
- Develops and maintains the Campus Master Plan project roadmap including preparing financial analysis on proposed projects, cash flow requirements and the long-term financial statement impacts.

- Leads the development and maintenance of a Capital Asset Registry by asset class and ensures that systems and processes are in place to effectively manage and maintain registry.
- 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 auditors request for information.
- In partnership with the Manager Accounting Services, reviews general ledger accounts reconciliations, journal entries and prepares financial statements and financial reports.
- Develops and provides appropriate key performance indicators (KPI's) for the organization and the Board.
- Creates periodic and ad-hoc financial and statistical reports for distribution to internal stakeholders as required.

2. Systems, Policies and Procedures

- Directs the development of a wide range of training material to support financial literacy on finance systems, policies and processes tailored to university employees; including acting as lead on any financial literacy components of new hire on-boarding.
- Manages the tracking and resolution on policy issues including interpretation, procedural and processing problems of a unique and/or exceptional nature where there is a policy gap, no policy is available or where procedural problems are specific to a program area.
- Develops and maintains post payment review processes to conduct sample testing of payments to ensure compliance with financial policy elements. Develops reports on sample testing and addresses non-compliance issues.
- In collaboration with the Director Financial Services supports the development of new financial policies and the revision of accounting policies to address challenges identified in the policy issues logs with interpretation or implementation of policies and procedures.
- Acts as the Finance lead in department wide financial systems projects ensuring coordination among finance units and the design, development, implementation and standardization of business process documents for all units.
- Collaboratively builds support and structure for effective change management.

3. Plans, assigns, and directs the activities of employees:

- Provides consultation and leadership to a team of two (2) Financial Analysts and one (1) Financial Systems Analyst by establishing clear definitions of responsibilities, reviewing workload assignments and providing timely and actionable feedback.
- Ensures employees receive optimal support to enable them to carry out their duties; including, but not limited to: proper training and development and regularly scheduled department meetings, to facilitate two-way dialog and involvement of employees in current issues.
- Supports the cultivation of a collaborative and inclusive team environment.

- In consultation with the Director, Finance 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. Supplements existing knowledge by keeping current on industry trends and opportunities.
- 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 effectively work in a diverse team environment.
- 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.