

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ACCOUNTING

Level D, Pay Grade 10

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 the CPA accounting program (CA, CGA or CMA). Minimum of seven years of related experience, or the equivalent combination of education and experience.