

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ACCOUNTING

Level E, Pay Grade 12

LEVEL DEFINITION	This level covers positions responsible for planning, developing and implementing financial processes and systems for multiple complex administrative units or a small faculty, overseeing financial reporting for Ancillary enterprises, or providing executive level financial management of research agreements and large-scale projects.
TYPICAL RESPONSIBILITIES	May include: planning, developing and implementing financial processes and systems for multiple complex administrative units or a small faculty; approving financial reports and transactions for Ancillary enterprises; providing executive level financial management of research agreements and large-scale projects; and providing recommendations on strategic planning initiatives.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding financial management of multiple complex administrative units, and oversees financial reporting for Ancillary enterprises, research agreements and contracts, and large-scale projects.
SUPERVISION RECEIVED	Works with full latitude. Work is reviewed in terms of achievement of broad and long-term goals.
SUPERVISION EXERCISED	Manages staff directly and indirectly through subordinate managers and supervisors.
MINIMUM QUALIFICATIONS	Undergraduate degree in relevant discipline. Completion of the CPA accounting program (CA, CGA or CMA). Minimum of eight years of related experience, or the equivalent combination of education and experience.