

POSITION DESCRIPTION

POSITION: Accountant

DIVISION: Financial Services

DATE: September 2017

DEPARTMENT: Financial Planning, Reporting and Budget

PRIMARY FUNCTION

The primary function of the Accountant is to support the development, implementation, maintenance, evaluation and improvement of budget, planning (including enrolment planning), forecasting, performance management, capital, and financial systems functions in accordance with KPU policies, collective agreements and statutory requirements. The Accountant manages and coordinates special projects in support of KPU's strategic initiatives. This role is responsible for the staff performing planning, budgeting, monitoring and financial reporting functions to support Faculties/divisions as well as University-wide analysis.

ORGANIZATIONAL STRUCTURE

The Accountant reports to the Manager, Financial Reporting.

NATURE & SCOPE

The duties of this position frequently involve issues and data of a sensitive nature and are often undertaken in an environment of changing priorities and external influences. The Accountant has University-wide responsibilities and accountability.

KEY RESPONSIBILITIES

Budget, Planning and Performance Management:

1. Monitors University financial performance and status by comparing actual operating results to approved and projected budgets for revenues and expenditures. The above analysis and variance reports will assist University managers and administration, the Board of Governors and other stakeholders in strategic decision making.
2. Assists in the development, implementation, maintenance, and testing of systems to collect, analyze, monitor and develop budget and financial data within the portfolio, in a decentralized environment.

3. Liaises on an ongoing basis with divisional business managers, deans, directors, executives, and external bodies regarding financial administration and/or issues.
4. Prepares, provides and reviews financial performance reports and data to ensure accurate and timely financial information is provided to the University's internal and external stakeholders.
5. Provides analysis, information and direction to the University community on the interpretation of internal and external policies, procedures and regulations, some of which may be sensitive or confidential in nature.
6. Supports the budget maintenance and prepare financial analysis associated with University position control and Faculty Educational Plans.
7. Prepares financial analysis and costing to support the collective agreement bargaining process which includes assessing information and proposals that are extremely confidential in nature.
8. Performs financial analysis to support operational and value-for-money reviews for divisional unit leaders. The outcome of such reviews includes but is not limited to providing advice on staffing complements and outsourcing services versus providing in-house.

Capital and Project/Program Costing

9. Supports the development, implementation, and monitoring of financial accounting and administrative processes and controls in accordance with University and external agency policy and procedures and accounting standards.
10. Develops and prepares financial modeling to assess viability and impact of new projects and initiatives in conjunction with Faculties and other units.
11. Develops business case templates for overall University use to provide consistency of information and format when submitted for review of new opportunities or funding requests.
12. Partners with units in the development of business cases in support of new program initiatives, strategic partnerships and capital investment plans that will provide the infrastructure necessary to support the University's growth objectives.

Financial Projects and Ad Hoc Requests:

13. Organizes the collection, analysis and presentation of institutional data requested by government bodies and other relevant external agencies and in the training and supervision of staff within the unit.
14. Provides analysis and interpretation of a variety of information, making financial-related recommendations as required.
15. Designs, develops and manages, in consultation with other University divisions, information processes and databases to support financial research, planning, and accountability.
16. Investigates and resolves anomalies in regards to process, transactions, and internal controls.
17. Works with directors and managers across the University to optimize the design, development, maintenance, and enhancement of various information systems to ensure data

- quality, meet external reporting requirements, and support research, evaluation, reporting, and planning that meet internal and external requirements.
18. Designs and manages the creation of new and ad hoc financial information to Kwantlen Polytechnic University, the Provincial government and other external bodies, some of which may be sensitive or extremely confidential in nature.
 19. Responds to specific internal and external financial requests as they arise, some of which may be sensitive or extremely confidential in nature.
 20. Collaborates with other Financial Services managers to develop and administer departmental policies and procedures. Participates in the establishment and implementation of University policies and procedures.
 21. Participates in internal teams, committees and special projects which may be confidential as required; liaises with provincial government organizations, other post-secondary institutions and professional organizations, as required.
 22. Assumes additional responsibilities and duties as required.

People and talent:

23. Attracts and retains staff by implementing recruitment and selection strategies, providing orientation to staff, and ensuring a stimulating work environment. Sets performance goals and objectives, monitors and assesses performance and employs strategies such as coaching and mentoring as appropriate to enhance performance.
24. Provides direction, training, training opportunities and guidance to staff to enable them to perform their job duties
25. Supervises and provides leadership to staff by coaching, guiding and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Initiates and participates in the development, promotion, discipline and termination of staff according to established University policies and consistent with collective agreement provisions.
26. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Provides effective leadership and direction by establishing priorities and objectives and fostering effective teamwork among team members.
27. Fosters an environment of collaboration and a strong customer service culture. Inspires, motivates and guides team members by fostering commitment, team spirit and trust.
28. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources Services regarding collective agreement interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.

Other

29. Assists in the preparation and coordination of the University's annual Financial Statements and year-end financial audit.
30. Assists with maintaining financial reporting systems to ensure the University's financial reporting meets government requirements.
31. Assists in the development of the department's strategic and operational plans.
32. Acts in place of other Financial Services management as required.

QUALIFICATIONS

1. Chartered Professional Accountant designation in good standing is required, however candidates working towards the CPA designation or candidates with an equivalent combination of education, training and work experience will be considered.
2. Minimum of two years progressive experience including supervisory and/or managerial experience, as well as a demonstrated ability of effective team management and change implementation, resulting in improvements to service quality, staff productivity and systems efficiency.
3. Minimum of three years relevant experience in financial budgeting, program costing, budget/financial modeling, reporting, administration and assurance, and working with integrated computerized systems.
4. Excellent communication skills, both written and verbal, with a strong focus on customer service.
5. Demonstrated ability to establish and maintain effective working relationships with employees at all levels.
6. Proven ability to exercise tact and diplomacy, confidentiality, and conflict resolution skills.
7. Have an understanding of and respect for the diverse values and culture of a university environment.
8. Strong knowledge of accounting procedures and financial reporting practices.
9. Demonstrated ability to summarize and present complex financial data in an organized and concise manner.
10. Strong computer skills, proficiency with spreadsheet programs, and demonstrated ability to use various financial software packages and databases to perform financial analyses and develop reports.
11. Possession of a valid driver's license and access to a vehicle is required.