

Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Manager, Financial Reporting

DEPARTMENT: Finance

SALARY LEVEL: SL 6

EMPLOYMENT DEFINITION (STATUS): Full-time Administration

SUPERVISOR: Director, Finance

SUMMARY OF FUNCTIONS:

Reporting to the Director, Finance, the Manager, Financial Reporting takes the lead in the management, analysis and reporting of the University's financials, including investments, endowment, ancillary, trust and specialized funds and debt financing arrangements. The oversight includes ensuring compliance to the University's financial policies related to investments, endowment, ancillary and other trust funds and cash management strategies.

DUTIES AND RESPONSIBILITIES:

MANAGE ANCILLARY ANNUAL BUDGETS (25%)

- Provide operational financial guidance to Campus Sales & Services and other Ancillary functions (Athletics, Residence, Conference Services, Bookstore, food services, camps, Print plus, etc) and NUSU
- Provide monthly operation reviews to determine potential variances and develop strategies to meet performance goals
- Assist the Senior Manager Campus Sales & Services to build operational budgets and ensure accuracy of reported incomes and expenses

ACCOUNTING AND REPORTING FOR ANCILLARY AND RESEARCH FUNDS (25%)

- Ensure financial information is properly documented and reported based on the requirements of funding bodies, internal policies and procedures and generally accepted accounting principles for all funding agreements
- Assist with preparing and submitting reporting documents for external granting agencies
- Identify improvements to existing procedures as well as provide appropriate information/education/advice to internal stakeholders
- Oversee Research Accounting function by providing guidance and ensuring they have the supervision, tools and training to perform their duties in an efficient and effective manner
- Ensure Financial compliance by preparing and reviewing financial reports and other contracts
- Account for earned overhead according to project terms and conditions and distribute in accordance with Overhead Policy
- Provide guidance and clarify internal / external policies and procedures to ensure decision makers understand the financial implications regarding the eligibility of an expenditure, the project budgets and the management of budget variances, procurement process, HR/Payroll issues specific to research

ENDOWMENT AND TRUST FUND ANALYSIS AND REPORTING (20%)

- Liaise with the Office of Advancement to review new donation agreements and determine the proper classification between expendable and endowed purposes. Reconcile donation revenue and ensure donated funds are transferred in a timely manner to the appropriate investment account(s) in accordance with the Investment Policy and Guidelines for Trust and Endowment Funds
- Ensure donated securities and donations in kind are appropriately received, recorded and reported in the

University's financial statements

- Liaise with the Offices of Advancement and Financial Aid to ensure scholarships, bursaries and awards are paid out in accordance with donor requirements and in compliance with the University's Trust and Endowment Management Policy
- Responsible for all aspects of endowment accounting including calculating and recording investment income, spending allocation, capital preservation amounts and fluctuation reserve amounts in accordance with the University's Trust and Endowment Management Policy
- Assist and review trust and endowment financial information for the Office of Advancement for use in reporting to external donors and for promotional material

CASH FLOW MANAGEMENT, ANALYSIS AND REPORTING

(10%)

- Monitor cash flow for US and operating accounts, capital projects and ensure adequate cash is available for daily operations. Identify all underutilized cash resources and provide recommendations to the AVP Finance & Infrastructure to invest surplus operating cash to maximize investment returns
- Work collaboratively with colleagues in the Finance Department to understand the impact that the accounts payable and accounts receivable cycles, major payments, terms and policies, timing and flow impact the University's cash flows. Liaise with the Payroll Department to understand the cash flow requirements regarding the timing of the University's payroll and benefit payment obligations
- Prepare monthly cash flow report and annual 12 month cash flow projection

FINANCIAL REPORTING

(15%)

- Prepare fiscal year end working papers for the Endowment and Trust Funds, debt financing, investments and other analyses as required by the AVP Finance & Infrastructure and external auditors
- Provide assistance in the preparation of internal financial statements and annual audited financial statements in accordance with generally accepted accounting principles
- Prepare/reconcile financial information for NUSU
- Coordinate and administer reporting systems to support the planning and control of treasury operations and to provide sufficient management information to improve efficiency and effectiveness
- Liaise with the external auditors on financial statement matters regarding Treasury/Endowment activity and provide support in the preparation of the Charity tax return

ASSISTANCE TO THE DIRECTOR, FINANCE

(5%)

- Provide functional support to the Director, Finance with regards to trust and endowments, ancillary operations, and general accounting
- Author, maintain and revise Financial Policies, reports and interpretations for release by the Director, Finance
- Design, implement and perform internal audits and process reviews for financial policy compliance
- Complete various external surveys and questionnaires on investment and debt management, such as the annual Investment Survey on endowments and pension funds report required by the Canadian Association of University Business Officers (CAUBO)

Any other duties as assigned

QUALIFICATIONS:

Education: Four-year university business degree and professional accounting designation (CPA) is required

Training and/or experience may be substituted for formal academic training at the discretion of the University

Training, Experience, Knowledge & Skills Required:

- Three to five years extensive work-related experience with an integrated computerized financial accounting system
- Experience supervising staff in a finance office environment
- Experience with Colleague integrated information system
- Experience with not-for-profit organizations
- Ability to plan, manage and evaluate a variety of projects simultaneously
- Ability to work in a team environment as well as alone
- Experience with various microcomputer applications software such as: MS Office Suite, web browsers, Web Advisor
- Demonstrated knowledge of generally accepted accounting principles and procedures, practice and relevant legislation
- Strong accounting knowledge especially in the area of fund accounting
- Understanding of CICA rules for not for profit organizations
- Intimate knowledge of the Income Tax Act
- Intimate knowledge of the CICA Handbook
- Intimate knowledge of the Broader Public Sector Guidelines
- Attention to detail
- Ability to work with minimal supervision
- Knowledge of supervision theory and practice
- Excellent analytical skills and problem resolution skills
- Excellent interpersonal skills
- Knowledge of University policies
- Mathematical aptitude
- Excellent communications skills (written and oral)
- Excellent organizational and time management skills
- Ability to maintain confidentiality
- Knowledge of effective communication skills to interact with users of various backgrounds
- Ability to effectively communicate policies and procedures to faculty, staff and students

RELATIONSHIPS/CONTACTS

Supervised by: Director, Finance

Supervises:

- Research Accountant
- Students

Internal Contacts: Students, faculty, staff

External Contacts:

- Bankers
- Investment Managers
- Investment Consultants
- Auditors
- NUSU
- Government Agencies
- Banks and Lending Institutions

MATERIALS UTILIZED:

- PC based-computer software and systems
- Printers, telephone, fax machine, photocopier and other office related equipment
- Voice mail, e-mail

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Mental and visual concentration
- Light to moderate demands
- Frequent interruptions which require constant evaluation of work priorities
- Continuous learning
- Constant pressure to meeting deadlines

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources