**Department of Human Resources**

**Exempt Job Description**

**Job Title:** Manager, Restricted Funds Accounting

**Job Number:** X-283

**Band:** 7

**NOC:** 0111

**Department:** Financial Services

**Supervisor Title:** Associate Vice-President, Financial Services

**Last Reviewed:**  October 19, 2017

**Job Purpose**

Oversees financial administration of Restricted funds to ensure revenues and expenditures are properly reviewed, documented and reported and comply with the requirements of the funding body, current legislation and generally accepted accounting principles. Mentors the Restricted Funds Accounting team ensuring that they have the supervision, tools and training to perform their duties in an efficient and effective manner. Develops strong working relationships with the Research Office, Researchers and Restricted Funds Accounting team to improve reporting used for decision making and enhance customer service. Assists the Manager of Reporting Services with tasks related to the preparation of the COU Financial Report, various accountability reports required by external funders, schedules for the external financial statement audit and development of salary budgets as they relate to restricted funds.

**Key Activities**

### Monitor and Review Financial Information:

1. Ensure compliance with internal and external policy and procedures, regulations and contract restrictions including Research Tri Council Guidelines, Income Tax Act, Charity Legislation and approve research reports prior to submission.

### Provide Advice, Explain or Clarify Financial Policy and Practices:

1. Ensure decision makers understand the financial implications of eligibility of expenditures, project budgets and variances, procurement process and HR/payroll issues specific to restricted funds.
2. Provide information and make recommendations on policy and procedures. Liaison with the Research Services Office and External Relations and Advancement departments to plan and coordinate responses to a changing funding environment.
3. Enhance customer service to support the Research Services Office and Researchers in decision making through improved reporting and regular team meetings.

### Financial Reporting:

1. Prepare working papers and schedules for external audit of restricted funds and university research dollars for incorporation into the University financial statements and other financial reports as required.

### Supervision, Training and Mentoring:

1. Mentor the restricted funds accountants (three) and clerk (one) and oversee the daily activities of the team.
2. Organize and assign regular duties and special projects for the team and assist in the timely completion of job activities.

### Electronic Systems and Processing:

1. Develop general reports as well as specialized reports for researchers and other users. Search and recommend improvements to the reporting and services required including system changes and development of forms, processes and procedures as it relates to restricted funds.

### Assist the Manager of Accounting Services:

1. Provide functional support to the Manager of Accounting Services .

## Education

The position requires a post-secondary degree plus a professional accounting designation (CGA, CMA, or CA).

## Experience Required

* Minimum of 3 years of recent, relevant public accounting experience, including a minimum of 1 year experience auditing financial information in a public practice.
* At least five years of accounting experience including financial statement preparation, preferably within a University environment.
* Demonstrated leadership or supervision of a team would be desirable.
* Excellent problem solving and communication skills including strong financial system and software package skills (i.e. Datatel, eFin, Access, Excel, etc.).
* Excellent interpersonal, analytical, organizational and planning skills, the ability to multi-task, to evaluate issues and provide alternative solutions.
* A team player that maintains calm under pressure, a self-started, proactive and service oriented individual.
* Knowledge of a university research environment is a definite asset.

Analytical Reasoning
Review restricted funds transactions for revenue and expense transactions to be processed to the general ledger ensuring proper audit evidence and approvals support the transaction. Ensure the transactions adhere to generally accepted accounting principles, funding agency guidelines as well as University policies and procedures. Review and approve financial statements as prepared by the restricted funds accountants prior to submission to the funding agencies. Implement process changes and document procedures to increase accountability over restricted funds. Expand reporting software capabilities to increase the timeliness of report generation related to restricted funds.

Decision MakingReview, audit and evaluate financial information contained in reports to funding agencies to satisfy the report can be authorized and approved prior to the dissemination of the financial report. Ensure the reports are properly supported by transaction records and source documentation and is in accordance with the funding guidelines. Create and maintain reporting templates to standardize the various reporting requirements ensuring the audit trail to the detailed information is readily available. Liaison with the Research Services and External Relations and Advancement to encourage interdepartmental communication, cooperation and improve service levels.

## Impact

Government funding and other funding sources could be withheld and not advanced to the institution if the individual made poor judgements when reviewing and approving financial statements and reports to the funders. Bad information in reports would reflect poorly on the reputation of the institution and also jeopardize philanthropic donations to the institution. Consequence of poor judgement would have a significant negative impact university wide as well as jeopardize the reputation of the institution publicly.

## Responsibility for the Work of Others

* 3 Restricted Fund Accountants
* 1 Research Accounting Clerk

## Communication

### Internal:

* Department heads/ secretaries- interpretation of policies and procedures
* Research account holders/ trust account holders- establishing accounts with University, requesting advances- interpretation of policies and procedures, support for decision making related to use of restricted funds
* Office of Research Services – establishing procedures, collaboration and cooperation

### External:

* External auditors- internal/ external audits clarification of accounting interpretations
* Research grant funding agencies – financial and audit staff – provide a liaison with the various funding agencies from the Federal, Provincial and municipal government and also our corporate partners
* Other universities- various personnel- research, other procedures

## Motor/ Sensory Skills

* Dexterity - Using windows programs, operating a mouse on a PC and spreadsheet, word processing editing, data files for interfacing to general ledger and maintain integrity of information.
* Visual - Seeing all information on computer screens/ reports which may be incorrect or pertinent in interpreting information to provide the correct analysis.

## Effort

### Mental:

* Sustained concentration - Required to work through system and accounting issues and problems to identify consequences, areas affected, to come to appropriate resolution while dealing with interruptions requiring immediate attention – including student billing design and testing impacting revenues and tax forms
* Focus, seeing - Reading material/reports/documentation computer screen in analyzing problems- editing computer files for proper interfacing to general ledger
* Listening - Required to resolve problems, understand emerging issues, ask appropriate question for clarification

### Physical:

* Business travel occasionally requiring overnight stays causes disruption to work routine and family life

## Working Conditions

### Physical:

* Sitting - Periods of long exposure working on computer

### Psychological:

* Conflicting work priorities
* Changing deadlines/ time pressures
* Interruptions
* Multiple competing demands