#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Accounts Payable

**Job Number:** X-463 | VIP: 1969

**Band:** EXEMPT-8

**Department:** Financial Services

**Supervisor Title:** Senior Manager, Financial Services

**Last Reviewed:**  March 12, 2024

#### **Job Purpose:**

The Accounts Payable Manager is responsible for improving the efficient day-to-day operations of the Accounts Payable portfolio of Financial Services by providing exemplary customer service, coordinating, and allocating workload, ensuring and identifying specified controls are exercised meeting expected deadlines, maintaining appropriate records and various reporting requirements.

Directs accounts payable positions to interpret and ensure the University’s financial activity is properly documented, reviewed, and reported in compliance with the requirements of the Ministry of Colleges and Universities (MCU) and other funding agencies, University policy, current legislation, and Canadian generally accepted accounting principles (GAAP).

Assists in preparation of the year-end audit, being responsible for the preparation of audit documentation pertaining to accounts payable. Works collaboratively with colleagues to provide a team approach in support of the regular reporting to departmental account managers.

#### Key Activities:

##### Accounting Operations

* Manages and ensures the effective, efficient, and timely processing of expense claims, supplier invoices, cheque requisitions and other non-salary related payment instructions within University policies, compliance with accounting controls and where applicable with those of external agencies, ensuring to avoid penalties. Including:
  + Oversees weekly payment processing for multiple payment methods, including but not limited to EFT, wire payments, cheques, VISA and foreign currency, including audit of large dollar transactions.
  + Oversees the stop payment process, including cancelling and reissuing of cheques.
  + Follows up with vendors where outstanding payment of invoices cannot be resolved by A/P staff.
  + Reviewing and validating vendor banking details to accommodate EFT payments.
  + Supports the University’s corporate credit card program; monitors cardholder account reconciliations and account activity including suspending or cancelling cardholder privileges.
  + Contributes to cash flow management and projections of foreign currency transactions.
  + Promotes and enforces applicable University policy and procedures (i.e. Travel and Business Expense Policy)
  + Identifies and mitigates risk, contributing to development of internal controls and related policies.
* Ensures the University is compliant with applicable legislative requirements such as Broader Public Sector directives, commodity tax legislation, and income tax legislation as they apply to University payment activities. This requires both detailed knowledge and understanding of the various legislation and the ability to exercise professional judgement to balance these legislated requirements with operational requirements and the expectations of internal clients and external suppliers. Including:
  + Responsible for maintaining Tax Rebate Code Table, to ensure the appropriate rebate or ITC structure is in place for each transaction.
  + Prepares monthly HST returns, responding to CRA queries.
  + Lead contact for CRA HST audit.
  + Prepares T4A Non-resident and provides information to payroll for T4/T4A adjustments related to A/P transactions, ensuring all information needed is in accordance with Canada Revenue Agency guidelines and captured at source.
* Ensure Key Performance Indicators pertaining to Accounts Payable meet expectations.

##### Stakeholder Relations

* Acts as an expert resource for faculty, staff and colleagues providing advice, information and training around external legislation and internal policies and their effect on the processing of expense claims, invoices, or other payment instructions.
* Effectively manage and maintain relations and communications with outside agencies and vendors.
* Participates in working groups and committees.

##### Year-end Reporting

* Supports the interim and year-end audit of the consolidated financial statements of the University. Works collaboratively with financial services staff and the external auditors regarding preparation of supporting documents, responding to audit queries, and preparing account reconciliations and variance analysis as requested related to accounts payable.
* Prepare process and procedure narratives.

##### Electronic Systems and Processing

* Effectively managing and implementing the components of the University’s centralized payment and reporting processes with ongoing evaluation to recommend improvements including system changes and development of forms, processes, and procedures.
* Working closely with the Financial Systems Analyst, effectively manages and maintains electronic employee reimbursement system with ongoing maintenance and training as required.
* Manages user access and security of on-line banking platform for daily operations.
* Maintains oversight and coordination of critical electronic file transmissions for payment transactions to ensure successful delivery.
* Recommends changes and updates to the Accounts Payable related section of the Financial Services website.
* Implements new processes and requirements (i.e. HST changes, new electronic interfaces) as an ongoing task and the Manager will be the functional lead on testing, training and promoting new systems functionality.
* Contributes to operational planning and projects; seeks improvement opportunities in service delivery through research, evaluation and recommendations for policy development.
* Identifies operational risks, conducts service reviews and initiates action planning.
* Ensures optimization of information systems and data management processes related to accounts payable.

##### Supervision, Training and Mentoring

* Manages and mentors direct reports, providing guidance, training, and assistance where necessary. Promotes effective employee relations and encourages service excellence and productivity.
* Organizes and assigns regular duties and special projects, assists in the timely completion of job activities, and oversees the daily activity of the team.
* Ensures work quality of staff.
* Leads recruitment, staff actions and performance management.
* Provides guidance and advice on escalated and challenging issues.
* Provides functional support on systems and promotes technology updates and changes.

#### Education Required:

* Honour’s University degree in Finance, Business, Accounting, Economics, or a related field.
* CPA designation preferred.

#### Experience/Qualifications Required:

* Minimum five (5) years of recent, relevant financial and accounting experience, preferably within a university environment including audit experience.
* Three (3) years leadership or supervision experience, including oversight of accounts payable staff in a unionized environment preferred.
* Experience using decentralized computerized financial systems (preferably Colleague) integrated with third party vendors (i.e. expense management tools).
* Sound working knowledge of the application of Harmonized Sales Taxes in Canada.
* Proficient in MS Office suite of products, with advanced Excel financial and statistical functions.
* Exceptional time management and organizational skills; able to prioritize multiple, conflicting deadlines and attention to detail.
* Self-motivated, able to work independently or with a team.
* Effective verbal and written communication skills; commitment to customer service and building relationships with diverse stakeholders.
* Strong analytical skills.

#### Supervision:

* Direct Responsibility:
  + Accounts Payable Advisor (4)
  + TWSP/Casual (when applicable)

**Job Evaluation Factors:**

##### Analytical Reasoning

Well-developed analytical reasoning required to think through problems, assess options, understand processes, develop computer models, communicate results and write reports, participating in special projects. Ensures transactions comply with University policies and procedures. Prepares accounts payable related support for University financial statements. Develops solutions to address program and service needs and challenges requiring integrative thinking.

Adapting method is required in the occurrence of a new situation, in which current methods and standard responses don’t fit. Example - pertaining to rule applications to system expense management require analysis to deem applicability outside of system norms and adjustments to standard process that may will alter outcomes or be precedent setting. For instance, processing cash or travel advances due to time constraints.

##### Decision Making

Use initiative in planning and organizing all work based on general guidance from Senior Manager, Financial Services regarding overall goals and objectives.

Resolve technical or administrative problems, referring only unusual problems to senior staff. Determine how problems/solutions will impact operations and determine possible solutions prior to obtaining senior staff involvement.

Recommend new procedures or changes to existing procedures in order to positively impact Financial Services operation and meet audit requirements, including segregation of duties.

Evaluate job candidates and make effective recommendation on suitable hires and undertakes disciplinary action as required.

##### Impact

Impact on the organization is significant and long term. Errors that go undetected may affect recommendations, decisions or actions, leading to a negative impact to the whole organization.

Areas of potential impact could be in the organization’s reputation as payment delays may adversely impact Trent University’s reputation and relationship with vendors.

Undetected or uncorrected errors or deviations from generally accepted accounting principles in the University’s financial statements could result in delays in completion of the external audit, and/or a qualified audit opinion. This may, in turn, have a negative impact on the University’s credit rating, damage the University’s reputation, and/or result in inappropriate decisions by both the University and external stakeholders such as potential investors, donors, lenders, or vendors.

Undetected or uncorrected errors may result in duplication of payments, incorrectly directed payments resulting in a loss of cash for the University.

Contributes to the financial stewardship of the University through financial recording and reporting, enforcing internal controls.

##### Responsibility for the Work of Others

*Direct Responsibility for the Work of Others:*

* Accounts Payable Advisor x 4
* TWSP/casual (when applicable)

*Indirect Responsibility for the Work of Others:*

* Ensures errors in the work of others are corrected in the financial records ensuring the accuracy and integrity of transactional data

Identify and develop work plans, professional development and mentoring of staff. Monitor workflows and staff assignments. Coordinate project activities.

##### Communication

*Internal:*

* *Job requires* contact with Staff and Faculty account managers.

*External:*

* *Job requires* contact with vendors, auditors, the University’s banking institution, MCU and COU (through financial reporting function), other post-secondary institutions

##### Motor/ Sensory Skills

* There is a requirement for a high level of precision in motor or sensory skills with some tolerance level. Job duties include keyboarding throughout the day and require dexterity involving attention to detail and accuracy.
* Keyboarding - a lot of time spent on the computer, using keyboard skills – attention to detail and accuracy extremely important and required.
* Hearing/Verbal - communicate effectively with internal and external audiences.

##### Effort

*Mental:*

* Sustained concentration and focus – to complete complex work within tight deadlines and to read and interpret complex documents.
* Visual and auditory attention constantly. Decision making and judgement is required.
* Constant interruptions, shifting priorities, daily conflicting demands, emotionally charged situations requiring discretion, tack and constant deadlines.
* Prioritization - Establish priorities between detailed project work and daily emergencies.

*Physical:*

* Long periods of sedentary work e.g. keyboarding, working on spreadsheets, inputting and verifying accuracy of detailed information, writing reports

##### Working Conditions

*Physical:*

* Sitting for long periods of time

*Psychological:*

* The position involves stress related to the institutional dependence on data accuracy to make decisions that affect enrolment, the budget and institutional reputation.
* Multiple and competing deadlines require the ability to balance schedule and prioritize work.
* Complaints, public criticism.
* Conflicting work priorities.