

Job Title:	Accounting Manager
Grade:	16
Division/Department:	Finance
Reports to <i>(title)</i> :	Director of Finance
Date of completion:	September 2023

### General Accountability:

The Accounting Manager is responsible for the timely and accurate processing, analysis, reporting, and reconciling of all financial transactions within assigned business units within Renison University College (Renison).

The role is also accountable for the direction of activities related to the recording and control of non-credit student tuition, and related revenues and student fees in accordance with Generally Accepted Accounting Principles (GAAP) and sound business principles.

### Key Accountabilities:

#### **#1 - Recording and Reporting of Financial Information**

- Manage day-to-day processes to ensure that all financial transactions are recorded accurately and receivables are collected.
- Prepare appropriate invoices for both UW and external customers, ensuring appropriate taxes are applied along with related journal entry.
- Review Accounts Payable and cash receipt transactions to ensure Renison policies are followed, proper taxes have been applied, rebates claimed and all are recorded in accordance with GAAP.
- Subject matter expert on HST matters according to CRA policy. Provide guidance throughout Renison in regard to proper HST assessment.
- Prepare external reporting for Renison as a whole including HST returns and industry reporting, reviewed by the Director of Finance.
- Prepare all month-end journal entries and reconciliations to ensure accurate accounting records and in accordance with GAAP.
- Participate in the year-end financial statement reporting and audit process. Point of contact for external auditors, preparing working papers and supporting documentation; answer any questions that may arise.
- Ensure any internal billing is accurate and complete.
- Recommend and implement process improvements to streamline the internal Finance business practices.

- Communicate accounting information to various staff and faculty, often with little or no accounting experience, to guide and achieve accurate, financial accounting and reporting and resolve any issues.

### #2 - Student Billing Processing and Reconciliation

- Manage day-to-day processes to ensure that all Student Billing is recorded accurately and receivables are collected.
- Review Student Billing invoicing for University Partners to ensure accurate charges and payments are collected in a timely fashion.
- Demonstrate a thorough understanding of the student account assessment infrastructure (i.e. UW Residence applications). Apply generally accepted accounting principles to the recording and reporting of student payments and related student accounts receivable.
- Reconciliation between Student Payment ledger to Renison's general ledger.
- Demonstrate professional judgment in situations where clear direction is not available.

### #3 - Financial Analysis

- Reconcile all balance sheet accounts with the assigned business unit, following up on any outstanding reconciling items to ensure outstanding items cleared in a timely manner.
- Responsible for ensuring all inter-fund transactions are balanced monthly.
- Ensure accurate reporting of payroll within assigned business units, analyzing and highlighting key variances, following up with departments as necessary.
- Accurate and timely preparation, review, and distribution of internal monthly management reports, further explanation and discussion with individual departments if required.
- Participate and support other department projects as required, providing financial expertise and guidance.
- Assist the Director of Finance in preparing Renison budgets, forecasts, and variance analysis by preparing and coordinating such within the assigned business units, identifying and highlighting key variances.

### #4 - Cash Management

- Main point of control for operating bank accounts, ensuring any concerns are addressed quickly within a time sensitive, anti-fraud environment.
- Review and record daily transactions from the bank and all payment platforms. Initiate and review bank deposits. Follow up on any discrepancies.
- Investigate appropriate posting allocations for payments that arrive without appropriate backup (initiate inquiries with Renison departments and/or payment providers) to ensure an appropriate audit trail exists.
- Oversee Renison financial transactions, ensuring policies are followed including reviewing online accounts periodically; ensuring cash controls are in place and followed.

- Review of bank accounts to ensure minimums for operating cash requirements are maintained.

### Qualifications:

- Undergraduate Degree, CPA or enrolment in CPA program
- 7-10 years for relevant work experience in Finance or Accounting
- 1-2 years in a management or supervisory role is preferred
- Skills Required:
  - Strong financial acumen in business, analysis, reporting and management of money
  - Relevant knowledge of Not for Profit (NFP) Accounting, ideally in a post-secondary environment
  - Detail oriented with a high level of accuracy, demonstrated organizational skills
  - Excellent interpersonal, communication and listening communication skills
  - Demonstrated management and leadership skills
  - Demonstrated organization skills
  - Ability to exercise diplomacy and maintain a high level of confidentiality
  - Superior problem-solving skills, excellent computer skills (Excel proficiency – High)
  - Experience with Accounting Software required - Blackbaud Finance Edge software experience and knowledge would be considered an asset
  - Ability to adapt to changes in working environment

### Working conditions:

- Physical effort and environment - Work activities involve alternating positions of light physical activities. Majority of time is spent in a comfortable position with frequent opportunity to move about at will. Works in an environment with occasional exposure to mild unpleasant conditions. There may be a remote possibility of risk of accident or health hazards.
- Mental stress – Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent.
- Sensory attention – Work activities involve a frequent need to concentrate on a variety of sensory inputs for lengthy durations, requiring diligence and attention. The need for detailed or precise work is high.