

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Aurora College	Manager, Accounting, Budgeting, and Inventory	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
91-7171	Fort Smith	Corporate Services & Administration

## **PURPOSE OF THE POSITION**

The Manager, Accounting, Budgeting and Inventory is a college-wide position accountable for the (i) overall coordination and management of Aurora College's program, operational and maintenance, and capital budgets; (ii) effective/efficient use of public funds for educational programs in accordance with legislation and policies; and (iii) safeguarding Aurora College's assets.

## **SCOPE**

The Manager, Accounting, Budgeting, and Inventory is located in Fort Smith, reports directly to the Director of Finance/CFO and assumes primary accountability for program budgets, operational and maintenance budgets, capital budget(s), and variance reporting for Aurora College, including third party contracts. This includes \$36 million base and third-party funds from GNWT, \$12 million third party funds, through an average of 140 Third party Contracts, \$0.4 million in minor capital funds and fluctuating capital funds. Reporting directly to the Manager, Accounting, Budgeting, and Inventory are 1 Accounting, Budgeting and Financial Analyst, 1 Asset Management and Inventory Control Officer, and 1 Senior Financial Analyst.

While financial transactions for third parties can be data entered by others in the regions, verification and posting is recorded centrally. The incumbent is responsible for maintaining third party master files, for ensuring that third party financial activity is reported accurately and in compliance with reporting requirements outlined by the funders. The Manager, Accounting, Budgeting, and Inventory also monitors third party revenues and expenditures against the budget. The incumbent prepares reports and reviews financial activities, identifies existing and potential problems, and provides advice for correction and effective cost control. The position oversees monitors and is responsible for the safeguarding, recording, and accounting for Aurora Colleges Assets in the MultiView Asset Management System and the

inventory controls in the Inventory Databases. The position coordinates and oversees the college wide periodic inventory exercises.

## **RESPONSIBILITIES**

### **1. Directs budgets, reporting, and evaluates financial performance.**

- Leads the annual budget preparation process, including tuition revenue analysis, detailed salary and O&M projections that allow for line-item adjustments to balance revenue/expenditure budgets. This also includes preparation of annual base and pooled budgets for distribution to the Aurora College Board of Governors and the Department of Education Culture and Employment, following review by the Director of Finance/CFO.
- Develops and prepares College base, capital, and minor capital budgets, uploads budgets into the MultiView financial system, and reconciles for the Department of Education, Culture and Employment contribution listings and the Minister's budget call letter.
- Assembles and provides Aurora College's Budget Binder to the Minister of Education, Culture and Employment, and all applicable Divisions.
- Distributes budgets to the President, Executive/Senior Leaders, and other Aurora College Managers with expenditure control and budgetary accountability.
- Prepares and distributes tri-annual variance reports for all base, third party and tuition activity to the respective regions and the President's Office Senior Management team to facilitate the monitoring of operations against budget. This process includes the collation, reconciliation and analysis of the financial projections identified by Senior Managers.
- Prepares and consolidates information for Aurora College's Business Plan, Forecast Reports and Supplementary funding needs.
- Ensures that systems and processes are in place to facilitate and coordinate the budget planning, development, management, and analysis of the Aurora College program budgets.
- Maintains third party master files and ensures that third party financial activity is reported accurately and in compliance with reporting requirements outlined by the funders.
- Distributes financial, program, budget and reporting requirement information for agreements with outside agencies to applicable staff to ensure that services are delivered in line with the parameters set out in agreements.
- Tracks and monitors third party funding against budget and parameters in the agreements, ensures agreements are not overspent, and financial activity is recorded accurately. This includes data entering journal vouchers to enter record or adjust financial data.
- Reviews and approves all audit working papers and schedules completed by the section for the completion of the College's Audited Financial Statements. Provides all requested information to the Auditors from the Office of the Auditor General, Canada during the field audit.
- Ensures integration and reporting accuracy of the MultiView Financial System with respect to all base, third party and tuition activity by ensuring the integrity and accuracy of College ownership databases for units, projects and accounts.
- Establishes new units and GL accounts in the appropriate organization charts in MultiView.

- Establishes all projects into the appropriate ownership charts for each region.
- Administers and monitors the College's Professional Development Fund in order to accurately track and record these costs.
- Ensures that all new or changes to existing accounts/units and projects are reflected in the correct reporting structures so that all financial information is properly recorded on the financial reports.

## **2. Manages assets and controls inventory.**

- Tracks, amortizes, writes-off and removes obsolete College assets, as well as the physical asset management of vehicles, equipment, tools, and inventory College-wide. Ensures that physical records of the asset have been accounted for and properly entered in the asset tracking system.
- Ensures that physical verification is completed by periodic counts on a yearly basis for attractable assets and every five years for the Capital and other Controllable assets.
- Ensures acquisitions are initiated only with proper authorization and comply with all applicable regulations, policies, and procedures.
- Ensures that College assets are appropriately recorded, managed, and effectively monitored, records are up to date and physical safeguards are in place to prevent damage to and misappropriation of Aurora College Assets.

## **3. Oversees accounting transactions and financial controls.**

- Assists with year-end financial activities as required, including year-end calculations to determine deferred revenue, invoicing, or refunding of unspent funds to contributors.
- Calculates and prepares interim and/or final invoices to funding agencies, as required, per the terms of the agreement.
- Reviews all third-party contracts over \$100,000 against a checklist of legal requirements, ensuring that contracts appropriately coincide with programs. Establishes and maintains master files for each contract, including budgets for President/Board of Governors approval.

## **4. Communicates financial expertise to others.**

- Provides on-going financial management analysis, advice, and information to managers/staff to ensure budgetary controls and management. Supports and trains managers and staff on budget exercises.
- Provides technical training to Finance Department staff, as required, to support on-going technical skill development within the team.
- Prepares, and maintains the procedure manual for the Manager, Accounting, Budgeting and Inventory position.
- Directs the preparation, approves, and periodically reviews the procedure manual for positions in the department.

## **5. Leads and supervises direct reports.**

- Establishes the priority issues for action by others in the department.
- Ensures all those working in the department or other applicable stakeholders fully understand and follow all institutional policies that apply to them and comply with legislation.

- Encourages those working in the department to informally promote Aurora College' activities.
- Promotes workplace safety in all the department's activities. Ensures staff in the department perform regular safety inspections of equipment and work locations with timely resolution of safety issues.
- Manages and supervises a team of employees and assists other departments as needed.
- Fosters teamwork and supports the work of staff in the department. Attends, and may help coordinate, team-building functions outside the department.
- Organizes, plans, and leads regular department meetings.
- When applicable, actively seeks constructive input from staff on how to capture and build on the synergies of all three campuses & other regions.
- Develops a training plan to map out training requirements for all in the department, as well as developmental/beneficial training. Such a plan will have a budget and will be revisited regularly.
- Reviews and approves professional development plans for direct reports and monitors follow-up activities to maintain high standards of performance.
- Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy.
- Ensures all new direct reports are fully oriented to the institution, their positions, and where necessary, to their community.
- Ensures appropriate and consistent action is taken to discipline staff when necessary, using the progressive discipline model. Seeks assistance from the Director of Finance/CFO and GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.
- Monitors employee performance on an on-going basis and completes annual performance reviews. Coaches and mentors staff as appropriate to improve performance.
- Encourages staff in the department to liaise with those in other departments, and campuses/regions, both virtually and in person.
- Ensures service assignments to staff in the department are appropriately shared.

**6. Contributes to the effectiveness, safety, and reputation of Aurora College.**

- Develops short-term (~1 year or less) plans for the department that align with Aurora College's strategy/plans. Provides input and support to the Director of Finance/CFO with creation of the unit-level plan.
- Collaborates with other Managers to resolve any operational misalignment across departments.
- Identifies risks as it relates to the department, escalating to the Director of Finance/CFO for mitigation.
- Provides input and pertinent information to others for new initiatives as required.
- Undertakes/leads special projects, with Director of Finance/CFO approval.
- Maintains and supports relationships important to the unit and/or department by meeting regularly with stakeholders including, but not limited to, Indigenous organizations, regional and community leadership, federal and territorial government divisions, and partners in education, research, business, or industry.

- When asked by the Director of Finance/CFO, may represent the institution or Finance department at meetings.
- Participates in an appropriate share (as defined by the Director of Finance/CFO) of institutional service assignments, such as leading/participating in committees, task forces, and ad hoc projects.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual conditions.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual conditions.

### **Mental Demands**

No unusual conditions.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial, accounting, and budgeting theories, policies, and procedures. This includes knowledge of financial legislation and knowledge of Generally Accepted Accounting Principles (GAAP) for the Public Sector which is issued by the Public Sector Accounting Board of the Institute of Chartered Accountants of Canada (PSAB)
- Skills in both the conceptual and practical aspects of producing financial reports, reconciliations, budgeting, asset management and inventory control and processing of day-to-day accounting transactions.
- Ability to apply accounting policies and procedures.
- Skills in financial systems, data analyzing tools, presentation software, spreadsheet techniques, word processing, database management and email.
- Skills in financial, statistical, and analytical thinking; planning, and problem-solving skills
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

A bachelor's degree in business administration or commerce (equivalent to a 4th level Certified General Accountant (CGA), Certified Management Accountant (CMA) or Chartered Accountant (CA) designation), four (4) years of work experience in an accounting environment that includes budget development and monitoring, asset management and inventory control, preparation of financial reports, financial analysis, reconciliation of accounts, and two (2) years supervisory experience, preferably in a unionized working environment.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

### **Indigenous language:** Select language

- ☐ Required
- ☐ Preferred