

**Nipissing University**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Manager, Financial Reporting

**DEPARTMENT:** Finance

**SALARY LEVEL:** SL 6

**EMPLOYMENT DEFINITION (STATUS):** Full-time Administration

**SUPERVISOR:** Assistant Vice-President, Finance & Infrastructure

**SUMMARY OF FUNCTIONS:**

Reporting to the Assistant Vice-President, Finance & Infrastructure, the Manager, Financial Reporting takes the lead in the management, analysis and reporting of the University's 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 Ancillary services (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 Manager of Ancillary 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 (ex: SPP, BComm Partnership, Nursing, reporting to Ministry for various reports, etc.)
- 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 receipted, 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 ASSISTANT VICE-PRESIDENT, FINANCE & INFRASTRUCTURE**

**(5%)**

- Provide functional support to the AVP Finance & Infrastructure with regards to trust and endowments, ancillary operations, and general accounting
- Author, maintain and revise Financial Policies, reports and interpretations for release by the AVP Finance & Infrastructure
- 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:** Assistant Vice-President, Finance & Infrastructure

**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

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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

\_\_\_\_\_  
Assistant VP, Human Resources & Equity, Diversity & Inclusion