MOUNT ALLISON UNIVERSITY

Position Posting

Position Title: Assistant Controller	**Position #** 1137
Department: Financial Services	**Classification**: Admin Level 8
Supervisor's Title: Controller	**Posting Date**: February 19, 2014

Position Summary:

Reporting to the Controller, and working with other financial managers, the Assistant Controller is responsible for managing the day to day operations of the Financial Services department and supervising a staff of six. Responsibilities include the timely and accurate accounting of all operating, ancillary, research and special funds in addition to monitoring actual results as compared to budgets. Responsibilities also involve planning and directing all accounting activities, including accounts payable, accounts receivable, cash receipting and handling, as well as preparing various internal and external financial reports.

***Please refer to section B for the required Qualifications, Education and Skills**

Mount Allison University is a small liberal arts mainly undergraduate university with approximately 2,400 students located in the town of Sackville, NB. It has $250 million in total assets, $140 million of investments, the majority in an endowment fund, and operating revenues of $73 million. The University, with its nearly 450 faculty and staff, has a strategic vision to be one of the best primarily undergraduate universities in Canada and North America, after having been ranked as the number one in Canada for 17 of the past 23 years. In this position, you will play a vital role in making this happen.

Hours of Work: This is a full-time continuing position.

If you are interested in the challenges and opportunities that this position has to offer, please forward your application on or before March 10, 2014 to: Human Resources Department, Mount Allison University, 65 York Street, Sackville, NB E4L 1E4 Fax: (506) 364-2385, Email: hr@mta.ca

Position Description

A. Responsibilities:

Working with Controller and Budget Manager, ensure the University meets its financial goals:

- provide information to Senior University officials concerning financial matters
- work with the Budget Manager to ensure that departments and University operations

meet budget

- prepare reports concerning trends, projections, etc. for various departments or operations
- implement improvements to financial processes and internal controls to improve the efficient use of University resources

Working with the Controller, prepare or supervise the preparation of various reports:

- audited financial statements and working papers
- annual Review of Operations
- quarterly financial reports to Senior Administration
- annual charity returns
- Canadian Association of University Business Officers annual financial reports
- annual donor reports
- annual research grant reports
- various Statistics Canada reports
- annual IRS exempt form
- cash flow projections
- miscellaneous reports as required

Managing day to day operations:

- participate in the management and development of a team of six
- work with the Financial Services staff and other financial managers to respond to questions or concerns from members of the University community concerning financial processes or procedures
- manage the processing of accounting entries (timely preparation and approval), ensuring departments submit necessary information in a timely fashion
- approve purchase order requisitions (comparing purchase order request to budget, reviewing for reasonableness, consult with Procurement Manager as required, consult with departments (Computing Services, Facilities Management, etc.) as required)
- ensure cash disbursements are processed in a timely manner (ensure cheque runs are completed in a timely fashion, respond to questions from Accounts Payable staff, approve cheque requisitions and travel claims (review for reasonableness, consider tax issues, consider University policies))
- ensure cash receipts are handled in an efficient manner (ensure cash is deposited through appropriate processes, respond to questions concerning those responsible for cash deposits, review cash deposits for tax issues, restrictions, etc.)
- work with Controller to ensure working capital is managed/invested according to University policy
- ensure miscellaneous accounts receivables are controlled and collected in a timely fashion (review contracts that may require accounts receivable billing, approve miscellaneous invoices)

B. Qualifications

The Canadian Chartered Professional Accountant designation (CPA, CA, CMA, CGA) along with two to three years of related experience are required. Excellent relationship building, verbal and written communication, organizational and management, and problem solving skills, as well as advanced level Excel skills are required. Experience with an ERP system would be considered an asset. The ideal candidate will have experience in not-for-profit and fund accounting and have professional experience in a post-secondary education environment.