



JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION TITLE: Accountant

DATE CREATED: September 2017

DEPARTMENT: Financial Services

DATE REVISED: October 2025

DIVISION/FACULTY: Financial Planning and Reporting
and Financial Operations

ORGANIZATIONAL STRUCTURE

The Accountant reports to the Manager, Financial Reporting or Manager, Budgeting and Planning or Manager, Financial Operations.

PRIMARY FUNCTION

The primary function of the Accountant is to support the development, implementation, maintenance, evaluation and improvement of financial administration, financial systems, processes, projects and ad hoc requests in accordance with KPU policies, collective agreements and statutory requirements. The Accountant manages and coordinates special projects in support of KPU's strategic initiatives. This role is responsible for the staff performing the above functions to support Faculties/divisions as well as University-wide analysis. The duties of this position frequently involve issues and data of a sensitive nature and are often undertaken in an environment of changing priorities and external influences. The Accountant has University-wide responsibilities and accountability with specific focuses in their assigned functional area.

KEY CORE RESPONSIBILITIES

People and Talent

1. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
2. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources Services regarding collective agreement interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.

3. Attracts and retains staff by implementing recruitment and selection strategies, providing orientation to staff, and ensuring a stimulating work environment.
4. Provides direction, training, training opportunities and guidance to staff to enable them to perform their job duties.
5. Fosters an environment of collaboration and a strong customer service culture. Inspires, motivates and guides team members by fostering commitment, team spirit and trust.

Financial Administration:

6. Liaises on an ongoing basis with divisional business managers, deans, directors, executives, and external bodies regarding financial administration and/or issues.
7. Prepares, provides and reviews financial reports and data to ensure accurate and timely financial information is provided to the University's internal and external key parties.
8. Provides analysis, information and direction to the University community on the interpretation of internal and external policies, procedures and regulations, some of which may be sensitive or confidential in nature.
9. Prepares financial data, interpretation, analysis and costing to support the collective agreement bargaining process and Freedom of Information and Protection of Privacy Act (FOIPPA) requests which includes providing and assessing information and proposals that are extremely confidential in nature.
10. Organizes the collection, analysis and presentation of institutional data requested by government bodies and other relevant external agencies.
11. Supports the development, implementation, and monitoring of financial accounting and administrative processes and controls in accordance with University and external agency policy and procedures and accounting standards.
12. Collaborates with other Financial Services managers to develop and administer departmental policies and procedures. Participates in the establishment and implementation of University policies and procedures.
13. Assists in the preparation and coordination of the University's and University Foundation's annual Financial Statements and year-end financial audit.

Financial Systems, Projects and Ad Hoc Requests:

14. Assists in the development, implementation, maintenance, enhancement and testing of systems to collect, analyze, monitor and develop budget, reporting and financial data, in a decentralized environment, to meet internal, statutory regulations and contractual requirements.
15. Designs, develops and manages, in consultation with other University divisions, information processes and databases to support financial administration and accountability.



16. Investigates and resolves anomalies in regards to process, transactions, and internal controls.
17. Works with directors and managers across the University to optimize the design, development, maintenance, and enhancement of various information systems and processes to ensure accurate, efficient and effective financial administration.
18. Develops templates for overall University use to provide consistency of information and format when submitted for financial processing, gathering financial and budgeting information and for review of new opportunities, funding requests, monetary payments or receipts.
19. Designs and manages the creation of new and ad hoc financial information to Kwantlen Polytechnic University, the Provincial government and other external bodies, some of which may be sensitive or extremely confidential in nature.
20. Responds to specific internal and external financial requests as they arise, some of which may be sensitive or extremely confidential in nature.
21. Participates in internal teams, committees and special projects which may be confidential as required; liaises with provincial government organizations, other post-secondary institutions and professional organizations, as required.

Other:

22. Assists in the development of the department's strategic and operational plans.
23. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
24. Contributes to and promotes a safe, equitable, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

KEY RESPONSIBILITIES IN ASSIGNED FUNCTIONAL AREA

Budget, Planning and Performance Management:

1. Supports the budget preparation process, budget maintenance, forecasting and prepares financial analysis associated with University position control and Faculty Educational Plans.
2. Monitors University financial performance and status by comparing actual operating results to approved and projected budgets for revenues and expenditures. The above analysis and variance reports will assist University managers and administration, the Board of Governors and other key parties in strategic decision making.
3. Performs financial analysis to support operational and value-for-money reviews for divisional unit leaders. The outcome of such reviews includes but is not limited to providing advice on staffing complements and outsourcing services versus providing in-house.

**Capital and Project/Program Costing:**

1. Monitors and analyzes the financial status of capital projects, ensuring capital-related transactions are accurately reflected in the audited financial statements and government reports, including work-in-progress, asset amortization, and deferred capital contributions.
2. Develops and maintains financial models to evaluate the viability, funding, and long-term impact of proposed capital projects and strategic initiatives in collaboration with Faculties and other units.
3. Partners with departments to prepare business cases for new programs, strategic partnerships, and capital investments, supporting Financial Operations in developing capital plans that align with the University's strategic growth objectives.

Financial Operations:

1. Reviews filings, monitors status, researches, and provides guidance on the application and compliance of tax regulations including GST, PST, withholding tax, excise taxes and customs duties.
2. Supports banking, treasury and cashflow management including performing analysis on bank balances, banking services and the monitoring of investment earnings and maturities.
3. Monitors and provides guidance on the accounting of balance sheet accounts related to Treasury, Accounts Payable, Accounts Receivable, Tax Liabilities, Inventory, and Payroll and Benefits-related accruals and resolution of reconciliation discrepancies.

Financial Reporting:

1. Supports the preparation of the audited financial statements for KPU, the KPU Foundation, the KPU Alumni Association, tax compliance reporting and other internally or externally required institutional reports, ensuring accuracy and compliance with PSAS, Canadian Accounting Standards for NPO's and other reporting requirements.
2. Interprets and applies PSAS and institutional accounting policies, providing technical guidance to ensure consistent and compliant financial reporting across the University.
3. Oversees the integrity of accounting transactions and the chart of accounts, ensuring proper fund classification, account coding, and reconciliation of financial activities across departments and entities.

Research and Special Purpose Funds:

1. Supports the financial components of research funding applications and related budget development in collaboration with faculty and the Office of Research Services.
2. Monitors and advises on compliance with external funding agreements, contribution terms, and internal special purpose fund requirements.
3. Prepares and reviews financial reports for external agencies, ensuring accuracy, accountability, and proper use of funds in accordance with agreement terms and institutional policy.



QUALIFICATIONS

EDUCATION & EXPERIENCE

- Chartered Professional Accountant designation in good standing is required, however candidates working towards the CPA designation or candidates with an equivalent combination of education, training and work experience will be considered;
- Minimum of two years progressive experience including supervisory and/or managerial experience, as well as a demonstrated ability of effective team management and change and/or systems implementation, resulting in improvements to service quality, staff productivity and systems efficiency;
- Minimum of three years relevant experience in functional area applied for (Budget/Capital/Operations/Reporting/Research) as well as areas of financial administration, financial systems, projects and assurance;
- Or an equivalent combination of education, training and experience.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent communication skills, both written and verbal, with a strong focus on customer service.
- Demonstrated ability to establish and maintain effective working relationships with employees at all levels.
- Proven ability to exercise tact and diplomacy, confidentiality, and conflict resolution skills.
- Solid understanding of and respect for the diverse values and culture of a university environment.
- Strong knowledge of accounting procedures and financial reporting practices.
- Demonstrated ability to summarize and present complex financial data in an organized and concise manner.
- Strong computer skills, proficiency with spreadsheet programs, and demonstrated ability to use various financial software packages and databases to perform financial analyses and develop reports.
- Ability to travel between campuses is required.

COMPETENCIES

- **Leadership:** KPU employees inspire, coach, mentor, and support students, employees and KPU as a whole in achieving objectives.
- **Accountability:** KPU employees demonstrate fiscal accountability and take ownership for their actions, decisions and results.
- **Continuous Improvement:** KPU employees take a creative approach to opportunities, exploring unique ways to create optimal value for the KPU community.
- **Collaboration:** KPU employees work in functional and cross-functional teams, coming together to solve complex issues and accomplish objectives that will benefit the KPU community.