



POSITION DESCRIPTION

POSITION: Research Accountant

DEPARTMENT: Finance

DIVISION/FACULTY: Financial Reporting

JOB NUMBER:

DATE CREATED: August 2022

ORGANIZATIONAL STRUCTURE

This role reports to the Manager, Financial Reporting and works closely with the division of Research, Innovation & Graduate Studies, other Analysts and Accountants on the Financial Reporting team. Reporting directly to this position is the Research Analyst.

PRIMARY FUNCTION

The Research Accountant (RA) provides leadership in analysis, reporting, guidance and ensures University and funder financial compliance in terms of supporting external budget development, financial monitoring, reconciliation, fiscal year and grant year-end reconciliations and reporting (internal and external) as related to research. The RA is a point of contact for efficient and accurate monitoring of project/research revenues and expenses to ensure the University fulfils its research grant funds management responsibilities as outlined in the Agreement on the Administration of Agency Grants and Awards by Research Institutions.

The incumbent builds and maintains positive working relationships across university departments, with researchers, as well as professional communication with funding agencies and external constituents interested in, or involved with, various funded initiatives.

KEY RESPONSIBILITIES

1. Supervises and provides leadership to staff by coaching, guiding and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Initiates and participates in the development, promotion, discipline and termination of staff according to established University policies and consistent with collective agreement provisions.
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. Sets performance goals and objectives, monitors and assesses performance and employs strategies such as coaching and mentoring as appropriate to enhance performance.
4. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Provides effective leadership and direction by establishing priorities and objectives and fostering effective teamwork among team members.
5. Provides direction, training, training opportunities and guidance to staff to enable them to perform their job duties.
6. Oversees the development, review and implementation of research activities, procedures and processes, working alongside the Research Analyst.
7. Support, contribute and recommend the development of research goals and objectives and contributing to research and communications best practices by keeping current and up to date on requirements for grant funding applications, development of budget requests, financial monitoring standards and reporting and reconciliation requirements for a variety of international, federal, provincial and independent grant funding agencies.
8. Develop, supervise and maintain appropriate procedures, systems and controls to ensure that applicable Agency policies and requirements are followed. Continually audit to ensure currency, accuracy and effectiveness.
9. Develop, oversee, maintain and audit procedures, systems and controls to ensure that Administrative, personnel and accounting procedures conform to the standards, practices and policies as set out by KPU's financial reporting and support budget requirements as it relates to externally funded research activities.
10. Provide input into processes, protocols and procedures to assist in executing research activities in accordance with KPU financial policies
11. Liaise with funding agencies and external constituents as well as a wide variety of internal members to provide financial and operational guidance, based on external funding agreements and internal policies and procedures, to ensure efficient and effective financial due diligence.
12. Establish and execute protocols for identifying and reporting anomalies or deviation from agency and/or university requirements. Identify risk and develop recommendations for consideration.

13. Respond to University actions where the University withholds and withdraws approval of expenditures proposed by a grantee that contravene the Agency's requirements or the University's policies. Develop communication plan to ensure stakeholders are appropriately advised.
14. Prepare for and respond to periodic audits by Agency(ies) of the University's management control framework as they assess the effectiveness of policies, systems and internal controls within the University. Prepare and oversee audit schedules and supporting documentation as required for both University and funding agency auditors.
15. Identify, document, share and disseminate information on guidelines and expectations for the continuous improvement of research fund management.
16. Establish tracking/monitoring process for grant management, develop and maintain a matrix of all grants identifying, maintaining and adhering to appropriate due dates for researchers, research services, Agencies, Finance and financial reporting.
17. Participate in the negotiation of research contracts in consultation with researchers. Recommend the establishment of Special Purpose Fund accounts for research funds following generally accepted financial and administrative control practices.
18. Ensure grant holders' understanding of policies, procedures and regulations related to their respective research grants; responds to financial queries from grant holder and stakeholders as required.
19. Develop and maintain reporting systems, develop reporting formats, prepares and presents financial reports for research grants to stakeholders as required adhering to deadlines (grant holders, Research Institute Directors, Financial Services, Administration, Agencies etc).
20. Provide education to all grant holders and Office of Research & Research Services staff and stakeholders informing them about GL account structure, funds compliance, and how to access and understand and interpret financial information.
21. Oversee and maintain Special Purpose Funds along with providing education to relevant stakeholders about the accounting treatment of deferred contributions and capital contributions.
22. Provide GL account analysis and reconciliation and chart of account maintenance related to research grants and awards, prepare correcting journal entries and monthly and annual journal entries for submission.
23. Fosters an environment of collaboration and a strong customer service culture. Inspires, motivates and guides team members by fostering commitment, team spirit and trust.

24. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
25. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

EDUCATION & EXPERIENCE

- Undergraduate degree and Chartered Professional Accountant designation in good standing is required; an equivalent combination of education, training and work experience may 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 implementation, resulting in improvements to service quality, staff productivity and systems efficiency.
- Minimum of three years relevant experience in fund accounting, program costing, budget/financial modeling, public sector reporting, administration and assurance, and working with integrated computerized systems.
- At least three years' experience accounting work in a complex, institutional environment, preferably working in a post-secondary institution with research funds;
- Demonstrated understanding of federal, provincial and independent research grant funding agencies policies and regulatory requirements.
- Demonstrated ability to develop, maintain and audit procedures, systems and controls.
- Thorough knowledge and experience in budget, finance, accounting and control procedures, principles and practices and reporting.
- Considerable knowledge of computers and experience with integrated computer-based accounting systems;

QUALIFICATIONS

- Demonstrated ability to develop and maintain collaborative working relationships with internal and external stakeholders, including the ability to balance needs and interests of diverse groups.
- Excellent communication skills both verbal and in writing, ability to respond appropriately and in professional manner.
- Good organizational skills and an ability to work effectively under pressure
- Able to work independently and successfully in a team environment.
- Ability to stay current and up to date on changing models, requirements and processes.
- Ability to accurately disseminate information and provide education and support to others.
- Demonstrated ability to exercise discretion and good judgement and know when to bring in others for consultation

- Organizational Awareness: understands the structure, culture and strategic needs of an organization. A demonstrated understanding of and respect for the diverse values and culture of a university environment considered an asset.
- Proven ability to exercise tact and diplomacy, confidentiality, and conflict resolution skills.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.