

POSITION 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: Director, Financial Services (Reporting and Budgeting)

DEPARTMENT: Finance

DATE CREATED: July 2023

DIVISION: Office of the Chief Financial Officer

DATE REVISED:

ORGANIZATIONAL STRUCTURE

The Director, Financial Services (Reporting and Budgeting) reports directly to the Associate Vice President, Finance. Reporting directly into this role are the Manager, Financial Reporting and Manager, Budgeting and Planning.

PRIMARY FUNCTION

The Director, Financial Services (Reporting and Budgeting) provides leadership and strategic direction to the Financial Reporting and the Budget and Planning teams within the Finance department. This position oversees budget planning, development and process and financial reporting for the institution and is responsible for compliance with all statutory and regulatory requirements including mandated financial reporting on behalf of KPU.

KEY 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 regarding collective agreement interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.
3. Provides effective leadership and direction by establishing priorities and objectives and fostering effective teamwork among team members.
4. 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 Services Administration:

1. Develops and aligns the division's strategic plan in support of Finances' and KPU's institutional plans. Works with other leaders in the Financial department to address higher level issues consistent across functional units, including direction and guidance to departmental leaders on a variety of financial reporting, budgeting and taxation matters.

2. Oversees the Financial Reporting department which includes a Manager, Financial Reporting and employees performing financial administration and reporting of Special Purpose Funds, Research Funds, Revenue Generating Funds, Ancillary Funds and institutional financial reporting requirements on behalf of KPU and the KPU Foundation.
3. Contributes to the planning, development, implementation and evaluation of the departmental strategic road map. Identifies business challenges and uses data analysis to help influence changes to the operations, process or programs.
4. Develops and implements short and long-term departmental goals and objectives to ensure the delivery of effective and efficient services.
5. Coordinates and/or provides relevant training to the University community on tools and processes with respect to financial operations, specifically for government required financial reporting or budget related processes.
6. Assists with the implementing and monitoring of general accounting systems.
7. Consults with external bodies, such as Canada Revenue Agency and PCI to ensure ongoing compliance.
8. Interacts with personnel from other universities, the Ministry and outside consultants on the development and requirements for financial reporting methods, budget and funding issues.
9. Assists with the monitoring and adherence to University policy, procedures, legislative requirements, Ministry directives and targets as required and as related to the Office of the CFO portfolio.
10. Develops and assists University management and departments with establishing key practices and other financial processes that meet the University's strategies, goals and objectives.

Financial Reporting:

1. Develops, implements and maintains financial reporting systems to meet the evolving needs of the University, KPU Foundation, Board of Governors, government and other stakeholders and follows standard business practices, Ministry policies and directives and University policies.
2. Develops the process and oversees the coordination of the year-end financial audit for the University and the KPU Foundation, including preparing and remitting all financial statements.
3. Assesses the impact of new accounting standards and prepares technical accounting memos.
4. Oversees capital reporting which includes employees performing the financial administration of Capital Funds and coordination of financial projects.
5. Develops, implements and maintains reporting systems to ensure University departments and portfolios receive accurate and timely financial information to enable them to fulfill their responsibilities.
6. Oversees month-end close, chart of accounts, general ledger transactions and financial systems, in relation to financial reporting.

Budget and Planning:

1. Responsible for developing, implementing and maintaining the annual and multi-year budget to meet the evolving needs of the University, KPU Foundation, Board of Governors, government and other stakeholders and follows standard business practices, Ministry policies and directives, as well as adhering to University policies.
2. Oversees the coordination, and communication of the annual budget planning and development processes and guidelines for the University.
3. Provides suggestions and technical assistance to negotiating committees in formulating bargaining proposals.

4. Oversees government forecast reporting systems and requirements that meet the needs of the University Board.
5. Oversees the preparation of financial modeling to assess viability and impact of new projects and initiatives in conjunction with faculties and other units.
6. Assists units in the development of business cases in support of new program initiatives, capital investment plans and strategic partnerships that will provide the infrastructure necessary to support the University's growth objectives
7. Develops, implements and maintains systems to monitor and analyze cash flow budgets and data to ensure compliance with Balanced Budget Legislation.
8. Oversees the monitoring of ongoing operations to ensure they meet University and provincial objectives and/or guidelines. Research and identify solutions for budgetary, funding and other financial matters.

Other Responsibilities:

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

EDUCATION & EXPERIENCE

- Bachelor's degree required.
- Completion of a recognized professional accounting designation (e.g. CIA, CPA, CA, CMA and CGA) and in good standing.
- Minimum 7 years of progressive senior experience in the public sector in general accounting, budgeting, reporting, systems, audit, along with minimum of 5 years in a leadership capacity.
- Experience in the post-secondary education system or in a unionized environment, are considered assets.
- Or an equivalent combination of education, training and experience.

QUALIFICATIONS

- Demonstrated ability of effective team management and implementing change, resulting in improvements to service quality, staff productivity and systems efficiency.
- Advanced knowledge of accounting procedures and financial reporting practices.
- Experience in managing and maintaining accounting systems in a computerized, decentralized environment.
- Strength in establishing and maintaining effective working relationships with employees at all levels.
- Strong interpersonal, supervisory and communication skills, both written and verbal with a strong focus on customer service.
- Proven ability to exercise tact and diplomacy, confidentiality, and conflict resolution skills.
- 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