

***Mount Allison acknowledges, honours, and respects that the land named Sackville, NB is part of the unceded territory of the Mi'kmaq People who are the historic inhabitants, custodians, and dwellers on the land where our University is built and confirms its commitment to strengthening relationships with all Indigenous people.***

Position title: Assistant Controller

Department: Financial Services

Opportunity type: Non-academic

Classification: Admin Grade 8

Supervisor's title: Director of Finance - Controller

Posted date: May 13, 2022

Closing date: May 23, 2022

Anticipated start date: August 1, 2022

Term: Full-time approximately one-year term position beginning in August, 2022

### **Position description**

Reporting to and working closely with the Director of Finance - Controller, the Assistant Controller leads, oversees and manages financial processes and staff, and, together with other financial managers, manages the day-to-day operations of the FS Department.

The primary focus of this position is continuous review and improvement of Financial Services systems and processes, along with 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.

\* This position will be based on campus in Sackville, New Brunswick

### **Responsibilities**

Work with Director of Finance - Controller and Budget Director to ensure the University meets its financial goals:

- Provide information to senior University officials concerning financial matters
- Work with the Budget Director to ensure that departments and University operations meet budget
- Prepare reports concerning trends, projections, etc. for various departments or operations to support of governance and strategic initiatives
- Implement improvements to financial processes and internal controls to improve the efficient use of University resources

In liaison with the Director of Finance – Controller, prepare or supervise the preparation of various reports:

- Audited financial statements and working papers
- Annual Financial Report
- 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

Manage day-to-day operations:

- Participate in the management and development of a team
- Ensure University community understands financial policies through communication and training; 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), and liaise with departments to ensure timely submission of necessary information
- Approve purchase order requisitions as required
- Ensure cash disbursements are processed in a timely manner by setting standards and measurement of same and ensure that all are approved as per established policies and procedures
- Ensure cash receipts are handled in an efficient manner and as per established policies and procedures
- Work with Director of Finance - Controller to ensure working capital is managed / invested according to University policy
- Ensure oversight of accounts payables processes
- Ensure oversight of collection of miscellaneous accounts receivables
- Perform other related duties as required

### **Qualifications/skills**

- Canadian Chartered Professional Accountant (CPA) designation
- Three to five years relevant post-designation experience
- Experience with leading a team in a professional setting
- Excellent relationship building and verbal and written communication skills
- Organizational and project management, analytical and problem-solving skills
- Advanced level Excel skills
- Experience with an ERP system or other complex accounting management system
- Process improvement mindset and aptitude for leveraging technological solutions
- Experience in not-for-profit and fund accounting and/or experience in a post-secondary education environment an asset

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If you are interested in the challenges and opportunities that this position has to offer, please forward your application to: Human Resources Department, Mount Allison University, 65 York St., Sackville, NB E4L 1E4 Fax: (506) 364-2385, e-mail: [hr@mta.ca](mailto:hr@mta.ca)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Visit our website at [www.mta.ca/employment](http://www.mta.ca/employment) for other employment opportunities at Mount Allison University or to register to receive e-mail notification of new opportunities.

Mount Allison is committed to diversity and inclusiveness. We encourage applications from members of racialized communities, Indigenous persons, persons with disabilities, and persons of all sexual and gender identities. We seek candidates with qualifications and knowledge to contribute specifically to the further diversification of our campus community.