Manager, Accounting & Reporting

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Professional and Managerial Group

Manager, Accounting & Reporting

Physical Resources

Hiring #: 2022-0125

Please read the Application Instructions [1] before applying

Reporting to the Director, Business Operations within Physical Resources, the incumbent will provide professional accounting methods, financial and analytical expertise, to Directors and Managers in Physical Resources, related to budget preparations, actual spending, and forecasting. The Manager will prepare analysis and statistical reporting on department financials which will be used to inform strategic planning and decision making. The incumbent will be responsible for developing reports on operating results utilizing typical reporting methods and advanced data visualizations, preparing graphs and statistical information on key performance indicators. The incumbent will supervise a data analyst and a general accountant, providing guidance and assistance as required. The Manager, having a strong policy and process orientation will also work closely with Physical Resources’ IT Services group on the integration of systems with data outputs. Other responsibilities will include overseeing the computerized maintenance management system, preparing journal entries and invoices for internal and external parties; and other associated duties as assigned. This position will also work closely with the Manager, Capital Accounting, and act in his/her capacity in their absence.

Requirements of the position include: an undergraduate degree in a related field (accounting and/or statistical sciences) and a CPA designation are essential, together with several years’ related experience preferably in a university setting. Above average interpersonal, communication and analytical skills are required, as is advanced knowledge of Microsoft products, specifically, Excel pivot tables. Advanced macros and data visualization software. An understanding of University of Guelph financial and administrative policies and procedures is preferred. Candidates should demonstrate strong organizational, oral, and written communication skills, and should be able to exercise initiative, sound judgment, tact and diplomacy. The Manager needs to be adaptable, organized, a creative thinker, client focused and an excellent analytical thinker. The incumbent must have a working knowledge of the University’s financial reporting system. The ability to work as part of a team or independently while maintaining a positive attitude is essential.

Position Number 836-033
Classification P05*
Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 02 18
Closing Date: 2022 04 11(extended)


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