

## Accountant – GTP 5

Positions at this level require expert knowledge on professional accounting practices and methods, including financial expertise, support and guidance to managers, faculty, and directors. This support can include forecasting, analysis, budget allocation, ensuring compliance with university and government regulations. They are responsible for timely and accurate reporting, to analyze costs and variances, and ensuring best practices are achieved. At this level, Accountants must have achieved their CPA designation.

### **Typical Duties may include some or all the following:**

- Advises management by providing updates, explanations, functional guidance and recommendations in interpreting financial results, policies, and procedures.
- Works closely and regularly with leaders and administrative managers to develop spending plans and to prepare detailed and accurate financial forecasts, identifying expected personnel changes, changing spending patterns, upcoming capital requirements, alternative funding options.
- Makes changes to budgets to improve clarity, better align with expected costs, and to adjust for personnel changes. Reallocates budget and changes cost distributions between operating accounts and/or grants in response to funding. Consolidates unit carry forward balances.
- Prepares regular and ad-hoc financial statements and reports on expenditures for analysis by management.
- Advises faculty, directors and managers on spending practices, availability of funding and future expenditure forecasting, frequently preparing updates and distributing financial reports.
- Reconciles grant account balances, investigates discrepancies, and processes appropriate corrective financial transactions.
- Identifies and follows up regularly on any potential problem areas and notifies faculty members and management as necessary.
- Liaises with University Budget Office in support of grant usage which now includes providing more documentation for each individual expenditure to sponsors.
- Monitors and processes corrections for erroneous operating transactions, including coding errors, transactions to default procurement card accounts, incorrect cost allocations
- Authorization and processing of payments and revenue collection, in accordance with University policies. Submitting and/or reviewing travel and expense claims and ensuring compliance University policies and any relevant research requirements (if applicable).
- Coordinates with unit Administrative Officers to collect and consolidate data as needed to respond to University inquiries and reporting requirements.

### **Decision Making/Accountability:**

Works under general direction to attain definite objects. While following university and departmental guidelines, the accountant can authorize day-to-day expenditures under a definite amount, make changes to operating forecasts, and finalize/submit journal entries that affect budget allocation.

### **Contacts/Interpersonal Skills:**

Works with faculty and staff to advise on accounting practices and provide routine counselling to ensure compliance with university policies and procedures. May involve difficult conversations with staff or faculty regarding following compliance standards, budgets, or other financial matters.

**Supervision Received:**

May seek supervisor discretion on matters outside of typical practices or standard scope of approval. Final approval of actual finances (vs budget) and year end closure.

**Supervision Exercised:**

None; provides functional guidance and standard instruction regarding accounting practices in line with university policies and procedures. May follow up faculty, managers, or staff to ensure compliance with accounting practices.

**Working Environment:**

Typical office environment using regular computer units. Longer than usual concentration required when working financial information in spreadsheets. May experience interruptions and occasional verbal abuse.

**Minimum Qualifications:**

- 3 years of previous experience in a similar financial role, providing expertise in accounting best practices.
- University degree in business administration or finance; CPA designation is required for this position.
- Or equivalent combination of education and experience