

## JOB DESCRIPTION

### **MANAGER OF ACCOUNTING AND PAYROLL**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. To serve as the Manager of Payroll and Accounting for the University of Victoria Students' Society.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports and is responsible to the Executive Director.
2. Works closely with Excluded Managers and Director of Finance and Operations.
3. Responsible for the supervision of all Accounting and Payroll employees.

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

#### **DUTIES:**

1. Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments.
2. Manage the accuracy and productivity of day-to-day activities of accounts payable, accounts receivable, cash disbursements, perpetual inventory integrity, bank reconciliations, fixed asset records, general and non-profit accounting, fund accounting, and cost accounting across for-profit operations and not-for-profit operations.
3. Prepare, maintain and analyze schedules for: student fee revenue distribution, student fee forecasts and comparative analyses, capital funds allocations, capital assets, inventory and depreciation.
4. Assist in developing, implementing and managing budget templates across all departments, and advocacy and affiliated groups.
5. Develop, improve and issue timely monthly, quarterly and yearly financial reports, comparative accounting reports and analysis for Excluded Managers, Finance and Operations Committee, and the Board of Directors.
6. Assist in managing commercial banking relationships to facilitate an appropriate banking service fee structure, perpetual inventory integrity, and lines of credit under highly competitive terms.
7. Administer all aspects of UVSS payroll including all earnings, deductions and taxable/non-taxable benefits and allowances in line with provincial and federal regulations and Collective Agreements.
8. Manage year end schedules, post opening and closing year end entries and serve as a primary contact with auditors to ensure accurate and timely financial statements.
9. Liaise with major (including UVic and BC Transit) and minor stakeholders.
10. Assist in the implementation or upgrade of any accounting, inventory or payroll system.
11. Other related duties as assigned by the Executive Director.

#### **QUALIFICATIONS**

##### **Required:**

1. Bachelor's Degree, five (5) or more years' related experience and/or training, or equivalent combination of accounting education and experience.

2. Three (3) or more years' experience in a payroll administrator or similar role.
3. Demonstrated knowledge and experience with MS Office, Sage 300 (ACCPAC), Crystal Reports, Financial Statement Designer, ADP Workforce Now, integrated banking software, and Sequel Server in an account administrator capacity.
4. Demonstrated ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
5. Demonstrated experience calculating figures and amounts for all accounting, payroll, budgets, statistical analysis and probability statements.
6. Demonstrated experience communicating sensitive accounting information to diverse stakeholders.
7. Demonstrated experience presenting complex topics to senior management, public groups and/or boards of directors.
8. Demonstrated experience developing and implementing effective communication strategies in the workplace.
9. At least one (1) year supervisory experience.
10. Ability to remain flexible under stress and deal with challenging clients.
11. Ability to work in a fast-paced, high-volume office.

**Preferred:**

1. Enrollment in or completion of the Chartered Professional Accountant (CPA) program, or legacy designation.
2. Partial or total completion of the Payroll Compliance Practitioner (PCP) Certification.

This is a permanent job filled by a full-time employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.