A. IDENTIFICATION

Position Title: Associate Director, Student Financials
Department: Student Financials
Position Reports To (Title): Director, Student Financials
Description Prepared by: 
Date: July 9, 2015

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

The Associate Director, Student Financials, is responsible for ensuring the integrity of financial information for all University students (more than 30,000) with student fees receivables of approximately $200 M. The Associate Director assists in the development of specifications for system enhancements of the PeopleSoft Student Financials module. The incumbent provides professional advice, consultation and/or assistance to University staff, faculty, and students for financial implications of student fees receivables; reviews student financial information and fees receivables to ensure integrity; and calculates revenues and expenses by conducting detailed critical analyses of past and current operations. The Associate Director coordinates student related financial data, account setup and revisions; participates in the development of costing and forecasting models; designs and maintains student financial reports; designs and develops training sessions for Student Services staff regarding student financial transactions; provides guidance and mentorship to assist Student Services staff with understanding student financials; and supervises 2 Accounting Assistants.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done.

Indicate in the right hand column the percentage of time spent on each particular task.

Provides professional advice, consultation, and assistance to University staff, faculty and students regarding financial implications of administrative policies, procedures and practices for student fees receivables, account structure (student information management systems feeds into the general ledger), costing models and analysis of revenue, projections, and forecasting to provide financial and budget planning support.

Oversees the development and maintenance of the PeopleSoft Student Financials module by collaborating with IT Information Technology Professionals, provides guidance in the development of new and improved business processed, identifies and initiates institutional wide systematic corrections.

Reviews student financial information and fees receivables for completeness, accuracy, and conformity with established procedures, policies, and organizational objectives by employing cost-benefit analyses, checking assumptions, assessing
trade-offs, exploring alternative funding methods, examining past and current student fees, researching economic and financial developments that may affect revenues, and preparing financial summaries for the Director, Student Financials.

Calculates revenues (e.g., student tuition and fees) and expenses (e.g., bad debt) by conducting detailed critical analyses of past and current student fees, evaluating the impact of initial assumptions and known future events, conducting information system and documentary research, reviewing and analyzing system reports, and incorporating organizational change considerations to assist in planning student fees receivables and bad debt expense within the University operating budget.

Calculates revenues by designing and executing reports against the General Ledger, analyzing results, investigating variances and preparing reports on the fees receivables to determine year-to-date financial position.

Prepares semesterly financial reports, ensuring the accuracy of reports and supporting materials prior to distribution, resolving problems and discrepancies, and approving data revisions to ensure accurate financial information is maintained.

Coordinates student related financial data (e.g., banking, student loans), account set-up and revisions and understanding the account structure within the Student Information System to that of the financial accounting structure.

Participates in the development of bad debt costing and forecasting models by examining variables, expenditures, and revenues; analyzing results; liaising with financial services and/or information technology staff to design reports; and downloading system data and consulting with University staff to assemble relevant information to assist in preparing and updating student financial information. Examines fee/payment types and patterns; and projects fee increases and enrolment impacts, etc.

Designs and maintains a wide variety of student financial reports by assessing business needs and determining the specifications and parameters of data requirements to monitor revenues and expenditures and provide information and analyses for business planning.

Designs and develops training sessions for Student Services staff by preparing training materials and providing instruction for Student Financial transactions.

Provides guidance and mentorship to Student Services staff by responding to questions, resolving problems, determining appropriate courses of action, etc. to assist staff with understanding student financials.

Completes internal and external surveys & research by determining information requirements, researching and extracting data from information systems and files, liaising with external survey representatives and University staff, examining past practice in the reporting of data, and determining how data should be reported to accurately represent the business of the University.

Participates in developing and revising policies and procedures by designing, implementing and testing student information system initiatives, and preparing communication documents by providing information and advice based on experience performing the responsibilities of the position, liaising with information technology staff, participating in standing and ad hoc committees within and outside the finance and student services group, preparing and drafting information, etc.

Supervises the support staff Accounting Assistants) by hiring, training, evaluating and
managing staff performance, handling grievances and discipline.

D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

Makes decisions regarding:

- Analyses of student financial information (revenue and expenses) for financial and budget planning;
- Provision of professional advice on the financial implications of administrative policies, procedures and practices for fees receivables;
- Recommendations for developing costing and forecasting models; and
- Determination of specifications and parameters of data requirements to design student financial reports.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Refers decisions regarding:

- Final approval on the format and content of financial reports;
- Final approval on account set-up revisions when part of an organizational change;
- Final approval of new and major changes to established policies and procedures; and
- Changes to deadlines that have an impact on the services of the unit.

E. SUPERVISION EXERCISED

Indicate the number of employees for whom the position is responsible:

Number of employees reporting directly to the position. 2
Total number of employees for whom the position has direct responsibility. 2

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day-to-day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

Works under general supervision. Day-to-day administrative support initiatives are managed independently by the incumbent. Complex, unusual or policy issues are discussed with the Director.

G. UNUSUAL WORKING CONDITIONS

None.

H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Undergraduate degree in accounting, finance, business, economics or related field and an accounting designation (e.g., CGA, CMA, CA) and five years of related experience or an equivalent combination of education, training and experience.

- Excellent organizational, quantitative, analytical reasoning, problem-solving, and time management
Excellent interpersonal and communication (both oral and written) skills.
- Excellent supervisory and mentoring skills.
- Excellent financial analysis, planning, and fiscal management skills.
- Intermediate knowledge of and ability to use spreadsheet, database, and enterprise financial applications/systems.
- Ability to ensure integrity and accuracy of financial information.
- Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.

I. ORGANIZATIONAL RELATIONSHIPS

*Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.*

![Organizational Structure Diagram]

J. APPROVALS

Incumbent's
Signature: ___________________________ Date: ___________________________

Supervisor's
Signature: ___________________________ Date: ___________________________

Signature of Next Administrative Level
Signature: ___________________________ Date: ___________________________