SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Title: Associate Director, Finance
Position #: 00100807
Department: Residences
Reports to: Director, Residence & Housing
Reports to (pos #): 00001067
Employee Group: APSA
Grade: 010

POSITION SUMMARY

The Associate Director, Finance manages the annual budget planning process, and internal and external financial reporting for all units within Residence and Housing. The Associate Director works closely with the Director and Associate Directors to provide professional advice, assistance and problem resolution relating to the budget, financial operations, and capital projects. The Associate Director researches, designs, develops and implements the annual budget (approximately $15 million) and long-term financial and capital plans (approximately $250 million); and participates in large department projects involving the analysis of revenue and capital expenditures. The Associate Director provides guidance regarding the financial implications of new ventures, exploring alternative funding methods and costing models; manages and participates in department and university financial database upgrades and interfaces; and conducts operational and business process improvement reviews.

DUTIES AND RESPONSIBILITIES

1. **Provides operational leadership in the delivery of financial support services for all units (Housing Operations and Administration, Front Desk, Residence Life, Marketing and Communications, Guest Accommodations, Residence Facilities) by:**
   - advising and consulting on financial implications of new ventures, exploring alternative funding methods, costing models and analysis of revenue.
   - monitoring, assessing, highlighting and reporting on the fiscal performance with respect to resource utilization, expenditure patterns, statistical and critical indicator data.
   - ensuring financial information for the entire unit is handled appropriately and overseeing the financial aspects of all capital projects, including creating business cases for new residence facilities.
   - collaborating with the Associate Director, Residence Ancillary Services to prepare long-range projections regarding deferred maintenance and capital expenditure needs.
   - Preparing the annual budget and long-term financial plan for each unit in a format suitable for approval by the Director.
   - researching, designing, developing and implementing the annual budget using a range of databases and financial reporting applications (e.g., FINS, SIMS, FAST, Hyperion TMA and StarRez).
   - coordinating the loading of the operating budget, account set-up and revisions, and all budget transfers such as severance, non-recurring, specific provisions, and carryovers by ensuring the budgets of all organization units conform to approved budget targets in consultation with area managers and the Director, Residence & Housing.
   - preparing monthly and year-to-date financial statements and financial projections to year end on a unit and consolidated basis.
   - critically analyzing variances from budget by checking assumptions, assessing trade-offs, examining past and current budgets, researching economic and financial issues that may affect spending, and preparing budget summaries for evaluation and decision-making.
   - overseeing month-end closing, including reviewing and authorizing invoices, journal voucher posting for non-students payments and revenue recognition, monthly reconciliation for various expenses accounts, and bank reconciliations.
   - Preparing monthly reports for the Director and annual reports for the Associate Vice-President (AVP) Students and Vice-President Finance and Administration (VPFA) providing explanations of variances.
   - Liaising with auditors to ensure adherence to standard accounting practices and compliance with university policies and procedures.
   - Managing the tenant lease at Downtown Vancouver Residence with respect to monthly invoicing and year-end adjustment and reconciliation.
   - Directing consultants annually to produce a housing market analysis of the Vancouver and Burnaby campuses.
   - Assisting the Director with setting annual residence fees for the AVP Students for Board of Governors approval.
   - Guiding, advising and mentoring staff by responding to questions, resolving problems, determining appropriate courses of action, supervising changes to budget, conducting analysis and checking calculations, and preparing correspondence and reports to assist staff.
   - Reviewing and authorizing invoices sent to Finance for payment.
• Distributing charges and revenues (e.g. applications, vending, Coinamatic), banks charges, lock charges, and custodial charges to appropriate accounts.

2. **Develops and implements financial business processes and practices by:**
   • Reviewing, creating and maintaining financial policies and procedures, strengthening internal controls and recommending best practices.
   • Coordinating with Student Services and Finance to develop and implement processes to ensure reliable and timely financial information is exchanged between student housing database (i.e. StarRez) and the student information management system (i.e. SIMS).
   • Participating in department and university financial database upgrades and interfaces, and providing leadership to staff involved in the review and updating of business procedures and processes.
   • Participating in large department projects involving the analysis of revenue and capital expenditures and providing advice.

**IMPACT OF DECISION MAKING**

The Associate Director, Finance is responsible for:
   • negotiating the financial terms of contracts, financial implications of new ventures and financial policies, procedures and practices of the department with other University departments, vendors, leases,
   • developing and implementing internal policies and processes regarding business expenses, authorized special purchases and addressing the department’s unique needs in the Chart of Accounts, Hyperion, and other financial systems.
   • providing financial analysis and expertise on deferred and capital maintenance projects and determining financial implications.

**RELATIONSHIPS**

Establishes and maintains relationships and alliances. Maintains effective communication. Shares information and readily determines to whom to go for relevant information. Seeks assistance and feedback in the problem solving process. Partners with others to achieve expectations.

**QUALIFICATIONS**

Bachelor’s degree in Commerce or Business Administration with a professional accounting designation (e.g., CPA) and five years of related work experience, including the management of complex revenue based budgets, centrally funded budgets, and fixed asset management, or an equivalent combination of education, training, and experience.

Excellent organizational, quantitative, analytical reasoning, problem solving and time management skills.

Excellent budget analysis, planning and fiscal management skills.

Excellent interpersonal, communication (both oral and written), team management, and customer service skills.

Ability to analyze business requirements, identify criteria and specifications and troubleshoot issues.

Ability to interpret and apply policies.

Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.

Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.

Proficient in the use of standard office applications and enterprise-level financial systems (e.g., MS Office, PeopleSoft, Hyperion Planning).