SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Title: Manager, Administration
Department: University Advancement

Reports to: Senior Director, Advancement Services
Employee Group: APSA

Position #: 00123683
Grade: 010

POSITION SUMMARY

The Manager, Administration provides operational leadership in the budget planning, resource allocation, and financial and human resources planning for the Vice President, Advancement and Alumni Engagement (VPAAE) portfolio. The Manager oversees the delivery of financial and administrative support services; advises and guides in the application of University policies and collective agreement, working in conjunction with Human Resources; and provides a range of general operational and administrative support.

DUTIES AND RESPONSIBILITIES

1. Manages financial support services for all units by:
   - overseeing all of the Advancement and Alumni Engagement operating accounts as well as related Funds
   - providing advice, consultation and problem resolution to management team.
   - ensuring day-to-day financial activities are completed accurately. Analyzes and prepares cost projections, administers expenditures, initiates and reviews budget transfers, journal vouchers, purchase requisitions, and work orders, and reviews travel and expense claims.
   - overseeing the completion of year end processing and procedures, ensuring all transactions are processed by year end cut off dates.
   - overseeing month-end and year-end account reconciliations, and liaising with the management team and Financial Services to ensure that accounting discrepancies have been resolved appropriately. Maintains accounting records and provides year-end variance analysis and any other reports as necessary.
   - ensuring adherence to standard accounting practices and compliance, and university policies on financial management, collective agreements and employment policies.
   - coordinating the preparation, tracking, and approvals of external contracts and service agreements, including request for proposals, and provides guidance to vendors and staff during the process. Liaises with Procurement to ensure adherence to purchasing guidelines and university policies; contract usage, limits and approvals; and guidelines of provincial government and other regulatory bodies, and provides information to management and senior staff.
   - Preparing return-on-investment (ROI) reports and/or statistical analysis for the VPAAE, Fundraising Team, the President, Vice-Presidents, Board of Governors and to individuals external to the University on the progress of solicitations, trends in giving, or campaign status, according to Council for Advancement and Support of Education (CASE) or Canadian Council for the Advancement of Education (CCAE) Management Reporting Standards.
   - coordinating with Research Accounting, Financial Services and auditors during special internal and external audits, ensuring that all audit and reporting requirements are submitted accurately and on a timely basis and that all matters or issues arising from the audits are discussed with the EDAS
   - training new Managers in the operational requirements of financial management in their respective areas.

2. Provides advice and support on human resources related matters by:
   - acting as the primary contact and providing advice and guidance to supervisory staff on a range of matters including hiring, performance management, job descriptions, unit reorganizations, and assisting with applying policies and collective agreements, liaising with Human Resources as required.
   - coordinating the submission of requests for extended Leave and separation notices by receiving or completing the appropriate forms, ensuring documentation and approvals as required by policy and/or agreements are appended, and forwarding documents appropriately.
   - identifying training and development needs. Works with the management team to create and manage a Talent Development Program for all staff, including on-boarding, career planning and progression, and individual talent development for each staff member.
   - providing regular updates to the EDAS on human resources related issues and resolutions and preparing relevant reports (e.g., VP External Relations HR Monthly Report, vacation requests and balances)

3. Develops and implements administrative and financial processes by:
   - developing and defining operational and administrative goals and promoting the vision of the VPAAE
• identifying opportunities to enhance business processes and performance, strengthening internal controls and recommending best practices.
• developing a new consolidated budget process for Alumni Relations, Ceremonies and Events and University Advancement. Establishes and coordinates the budget preparation workflow, timeline, and procedures.
• developing all regularly required and ad hoc financial reports.
• coordinating the execution and distribution of all financial reporting by ensuring the accuracy of supporting materials and resolving problems and discrepancies prior to distribution.
• collaborating with the Senior Director, Advancement Services to develop procedural and business requirement data.
• participating in financial database upgrades and interfaces. Evaluates compatibility issues, assesses transitional and administrative requirements, and provides leadership and training to staff involved in the review and updating of business procedures and processes.

4. Carries out associated administrative responsibilities by:
• liaising with IT Services, Procurement, Facilities Services, and external vendors to coordinate ancillary and renovation requirements, office allocations, issuance of keys/access cards, setting up employee systems access (e.g., email, PeopleSoft, Blackbaud), locksmith requests, and telephone service.
• assisting the VPAAE and Director, Advancement Information Systems with the preparation, coordination, selection, acquisition and/or maintenance of equipment, software, supplies, and ancillary services by attending meetings; compiling and preparing information, reports and/or documents; initiating and approving purchase orders; and coordinating acquisition and installation.
• participating as a member of the management team by attending designated meetings and providing input and advice on strategic planning, budget planning, and staffing/personnel planning.

IMPACT OF DECISION MAKING

The Manager, Administration is responsible for:

• providing recommendations in the redesign of business practices and processes
• making decisions to ensure adherence to administrative budget policies, procedures and practices
• determining and developing financial management strategies to ensure optimal allocation of the budget
• decisions related to internal policies and procedures

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 Business Administration or Accounting and four years of related experience in financial and human resource management, or an equivalent combination of education, training and experience.
Excellent knowledge of principles and practices of human resources management.
Excellent financial analysis, budget planning, and financial management skills.
Excellent interpersonal and communication (oral, written, and presentation) skills.
Excellent leadership, team management, mentorship and motivational skills.
Excellent conflict-resolution and problem-solving skills.
Excellent analytical reasoning, quantitative analysis and organizational skills.
Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
Ability to identify and understand the need for integration of multiple initiatives and to be able to develop appropriate strategies to achieve results.
Ability to maintain strict confidentiality, exercise initiative, diplomacy, tact and judgment.
Proficient in the use of standard office applications and enterprise-level information systems.