

**JOB TITLE:** Manager, Payments and Expense Accounting (USG 12)

**REPORTS TO:** Controller

**JOBS REPORTING:** Expense Analyst (3); Expense Associate (3)

**LOCATION:** Waterloo Campus

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**PRIMARY PURPOSE:**

The Manager, Payments and Expense Accounting is accountable to the Controller for the coordination and direction of all activities related to the recording, payment and control of the university's non-salary expenses in accordance with generally accepted accounting principles, established guidelines, university policy and sound business practices. The role is responsible for day-to-day operations to ensure that the accounts payable team provides efficient, accurate and timely support to university client groups.

**KEY ACCOUNTABILITIES:**

1. Oversee accounts payable and expense operations
  - Manage processes to ensure the efficient, accurate and timely recording, reporting, and payment of university expenses
  - Implement and maintain adequate and effective internal controls related to recording expenses and issuing payment and ensure that best practices are in place
  - Ensure that excise taxes are being assessed or rebates taken appropriately and accurately
  - Demonstrate professional judgment in situations where clear direction is not available and/or interpretation of policies and procedures is required
  - Assist the Associate Director, Audit and Communication in conducting risk assessments and developing the Finance internal audit program
2. Provide strategic direction and planning for financial matters related to recording expenses and issuing payments for the university
  - Develop policies and procedures related to the expenditure process
  - Keep current in advances in the industry and investigate technological solutions to recommend and implement process improvements to ensure efficient operations
  - Collaborate with business units across campus to assist in establishing appropriate policies and procedures related to the expenditure process
  - Work with the Controller to establish long and short-term priorities for expenditure activity in the financial operations group

3. Provide leadership and direction to staff
  - Oversee the day-to-day activity and assignments of staff involved in the expenditure cycle within the Finance department
  - Manage the hiring, development and performance of staff and provide strategic direction to the accounts payable team
  - Promote opportunities for training and professional development , including cross-training, through goal-setting and support
  - Hold employees accountable for performance through informal methods, such as regular feedback and coaching, as well as the formal performance appraisal process
  - Ensure appropriate staffing levels, including back-up and cross-training support to balance workloads and meet the expectations required for smooth and efficient daily operations of the accounts payable team
  
4. Other
  - Participate as a functional expert representative in system upgrade and testing project teams
  - Participate in other department projects as required
  - Act as a member of the management team responsible for developing and implementing the strategic direction of the financial operations group within Finance

**POSITION REQUIREMENTS:**

**Education:**

- University undergraduate degree
- Professional accounting designation (CPA)

**Skills, Knowledge and Experience:**

- Minimum 3 years' experience in an accounting/finance-related environment
- Experience in an enterprise-wide computerized accounting environment
- Experience in a not-for-profit environment preferred
- Strong analytical, technical and problem-solving skills
- Conceptual thinker with strategic planning skills and initiative
- Excellent interpersonal and communication skills
- Works independently with a strong work ethic
- Exceptional attention to detail
- Understanding of generally accepted accounting principles and their application to not-for profit organizations
- Demonstrated leadership and mentoring skills

**Technical:**

<b>MS Word</b>	<b>Excel</b>	<b>PowerPoint</b>
Intermediate	Advanced	Beginner

## NATURE AND SCOPE:

- **Interpersonal Skills:** Superb communication and strong interpersonal skills are required to address and resolve issues of procedure, policy and best practice. The Manager, Payments and Expense Accounting must promote efficient and effective payment processing and expense recording practices and not yield to pressures. This position communicates internally with Finance team members as well as administrative staff and financial officers across the campus community. The Manager, Payments and Expense Accounting must communicate accounting information to client groups, which often have little or no accounting experience, in order to achieve accurate and timely financial reporting related to expenses and taxes. Externally, this position communicates with the university's external auditors and vendors in order to resolve account issues.
- **Level of Responsibility:** The Manager, Payments and Expense Accounting is responsible for recording expenses and issuing the related payments in the financial system for the institution while meeting the service needs of the internal and external client groups. This position provides leadership and strategic support to the organization through the timely and accurate recording and reporting of university non-salary expenditures. This position is a member of the management group within Finance and represents and speaks on behalf of Finance on various expense-related matters.
- **Decision-Making Authority:** The incumbent is responsible for decisions within the accounts payable group within Finance, including hiring decisions and performance evaluations, and must exercise judgment in determining when issues need to be elevated to the Controller. The individual must be self-directed and able to work independently. In collaboration with other members of the Finance management team and the university community, this position has the authority to suggest and implement changes to financial and business activities, within his/her areas of responsibilities, based on best practices and to ensure compliance with university policies, procedures or legislation.
- **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within a fast-paced, high volume office environment. Individual must be able to manage concurrent assignments and prioritize workload in order to meet deadlines.
- **Working Environment:** Minimal exposure to disagreeable working conditions typical of a leadership position exposed to stress and pressure associated with senior level responsibilities. Individual must be able to manage concurrent assignments and prioritize workload in order to meet deadlines. There may be periods of irregular/high volumes, e.g. year-end. The university operates in a decentralized environment in terms of decision making and a centralized environment in terms of establishing standards, policies, procedures and financial systems. Consequently, the accounting and technical skills across university units of those dealing with financial matters vary significantly. Due to the nature and complexities of the university business activities, disagreements and contentious issues and situation may arise from time to time due to differing interpretations of policies and procedures.